

# CORNELL UNIVERSITY

## OFFICIAL PUBLICATION

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JULY 15, 1953

### *School of*

### *Hotel Administration*

ANNOUNCEMENT  
FOR 1953-54 SESSIONS



# *The University Calendar*

1953-54	1954-55
Freshman Orientation ...Sept. 18, <i>F</i>	Sept. 17, <i>F</i>
Registration .....Sept. 21-22, <i>M-T</i>	Sept. 20-21, <i>M-T</i>
Instruction begins .....Sept. 23, <i>W</i> , 1 p.m.	Sept. 22, <i>W</i> , 1 p.m.
Midterm grades due .....Nov. 11, <i>W</i>	Nov. 10, <i>W</i>
Thanksgiving recess:	
Instruction suspended...Nov. 25, <i>W</i> , 12:50 p.m.	Nov. 24, <i>W</i> , 12:50 p.m.
Instruction resumed....Nov. 30, <i>M</i> , 8 a.m.	Nov. 29, <i>M</i> , 8 a.m.
Christmas recess:	
Instruction suspended...Dec. 19, <i>S</i> , 12:50 p.m.	Dec. 18, <i>S</i> , 12:50 p.m.
Instruction resumed....Jan. 4, <i>M</i> , 8 a.m.	Jan. 3, <i>M</i> , 8 a.m.
Instruction ends .....Jan. 23, <i>S</i>	Jan. 22, <i>S</i>
Second-term registration for first-term registrants. Jan. 25, <i>M</i>	Jan. 24, <i>M</i>
Examinations begin .....Jan. 26, <i>T</i>	Jan. 25, <i>T</i>
Examinations end .....Feb. 3, <i>W</i>	Feb. 2, <i>W</i>
Midyear recess .....Feb. 4-5, <i>Th-F</i>	Feb. 3-4, <i>Th-F</i>
Registration for those not first-term registrants ...Feb. 6, <i>S</i>	Feb. 5, <i>S</i>
Instruction begins .....Feb. 8, <i>M</i>	Feb. 7, <i>M</i>
Midterm grades due.....Mar. 27, <i>S</i>	Mar. 26, <i>S</i>
Spring recess:	
Instruction suspended...Mar. 27, <i>S</i> , 12:50 p.m.	Mar. 26, <i>S</i> , 12:50 p.m.
Instruction resumed....Apr. 5, <i>M</i> , 8 a.m.	Apr. 4, <i>M</i> , 8 a.m.
Instruction ends .....May 29, <i>S</i>	May 28, <i>S</i>
Examinations begin . . .May 31, <i>M</i>	May 30, <i>M</i>
Examinations end .....June 8, <i>T</i>	June 7, <i>T</i>
Commencement Day .....June 14, <i>M</i>	June 13, <i>M</i>

## CORNELL UNIVERSITY OFFICIAL PUBLICATION

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## CORRESPONDENCE

Correspondence concerning admission (see page 40) and adjustment of credentials should be addressed to the Director of Admissions, Cornell University, Ithaca, New York.

Correspondence concerning the content of hotel courses should be addressed to Director H. B. Meek, Statler Hall, Cornell University, Ithaca, New York.

Correspondence concerning credit against the hotel-practice requirement should be addressed to the Chairman, Hotel-Practice Committee, Statler Hall, Cornell University, Ithaca, New York.



*Statler Hall, Home of the School of Hotel Administration*



# *Faculty*

(As of July 15, 1953)

## STAFF OF ADMINISTRATION

Deane W. Malott, A.B., M.B.A., LL.D., President of the University  
William H. Farnham, A.B., LL.B., S.J.D., Dean of the University Faculty  
Elizabeth Lee Vincent, Ph.D., Dean of the College of Home Economics  
Howard Bagnall Meek, Ph.D., Sc.D. in Ed., Director of the School of Hotel Administration and Professor of Hotel Administration  
Arthur Howard Peterson, M.A., Controller and Director of Finance for the State Colleges; Professor of Business Administration  
Blanche Fickle, M.A., A.B. in Library Science, Junior Librarian, Hotel Administration

## STAFF OF INSTRUCTION

### IN THE SCHOOL OF HOTEL ADMINISTRATION

John Courtney, M.S., Professor in Hotel Accounting, Emeritus  
Robert A. Beck, M.S., Lecturer in Hotel Administration  
Paul R. Broten, B.S.M.E., M.S., Instructor in Institutional Engineering  
Henry A. Carey, LL.B., Lecturer in Hotel Administration  
Charles E. Cladel, M.S., C.P.A., Professor in Hotel Accounting  
J. William Conner, B.S., Secretary-Treasurer, Statler Club; Manager, Statler Inn; Assistant Professor in Hotel Administration  
Arthur William Dana, A.B., Lecturer in Hotel Administration  
Myrtle Ericson, M.S., Associate Professor in Hotel Administration; Associate Professor in Food and Nutrition  
W. E. Doherty, Jr., Vice President, The Pleasant Valley Wine Company, Hammondsport, New York, Lecturer in Hotel Administration  
Blanche Fickle, M.A., A.B. in Library Science, Librarian, Statler Hall Library  
Walter Foertsch, B.S., Lecturer in Hotel Administration  
Mrs. Helen H. Giff, M.S., Lecturer in Hotel Administration  
Mary Ham, Ph.D., Instructor in Hotel Administration; Instructor in Food and Nutrition  
Mrs. Nita Kendrick, B.S., Lecturer in Hotel Administration  
Albert E. Koehl, B.S., Lecturer in Hotel Administration  
Gerald W. Latin, Ph.D., Assistant Professor in Hotel Administration  
George A. McHatton, Jr., B.S., M.A., Instructor in Hotel Secretarial Studies  
William E. Malleon, Manager, Skytop Lodge, Skytop, Pennsylvania, Lecturer in Hotel Administration  
Howard Bagnall Meek, Ph.D., Sc.D. in Ed., Professor of Hotel Administration and Director of the School of Hotel Administration  
Fred B. Mills, M.E.E., Instructor in Institutional Engineering (on leave)  
Adrian W. Phillips, LL.B., Executive Secretary, Hotel Sales Management Association, Lecturer in Hotel Administration  
Frank H. Randolph, B.A., M.E., Professor in Institutional Engineering  
Mrs. Helen J. Recknagel, Ph.D., Associate Professor in Hotel Secretarial Studies

Charles I. Sayles, B.S., M.E.E., Professor in Institutional Engineering  
 Mrs. Dorothy F. Sayles, B.S., Lecturer in Hotel Administration  
 John E. Schreiner, B.S., Research Associate in Hotel Administration  
 John H. Sherry, A.B., LL.B., Lecturer in Hotel Administration  
 Thomas W. Silk, A.B., B.S., M.S., Associate Professor in Hotel Accounting  
 Louis Toth, C.P.A., Professor in Hotel Accounting  
 Allan H. Treman, A.B., LL.B., Lecturer in Hotel Administration  
 L. M. J. Van Lent, Lecturer in Hotel Administration  
 Jeremiah J. Wanderstock, Ph.D., Associate Professor in Hotel Administration

#### IN OTHER SCHOOLS AND COLLEGES OF THE UNIVERSITY

*(This list includes only those members of the University instructing staff who are directly engaged in giving courses regularly taken by students in the School of Hotel Administration.)*

Cornelius Betten, Ph.D., D.Sc., Professor of Entomology, Emeritus  
 Beulah Blackmore, B.S., Professor of Textiles and Clothing, Emeritus  
 Mrs. Jessie A. Boys, M.S., Professor in Food and Nutrition, Emeritus  
 Flora Rose, M.D., D.Ped., D.Sc., Professor of Home Economics, Emeritus  
 Ralph Hicks Wheeler, B.S., Professor in Extension Service, Emeritus  
 Damon Boynton, Ph.D., Professor of Pomology  
 Joseph Carreiro, B.S., Instructor in Housing and Design  
 Morris A. Copeland, Ph.D., Professor of Economics  
 J. Milton Cowan, Ph.D., Professor of Linguistics and Director of the Division of Modern Languages  
 George Ferris Cronkhite, Ph.D., Assistant Professor of English  
 Kathleen L. Cutlar, M.S., Associate Professor of Institution Management and Assistant Manager of the Home Economics Cafeteria  
 Joseph Alma Dye, Ph.D., Professor of Physiology  
 C. Coleman Fisher, M.S., Instructor in Geology  
 Katherine Wyckoff Harris, B.S., M.A., Professor of Institution Management and Head of the Department; Professor in School of Nutrition  
 John Daniel Hartman, Ph.D., Professor of Vegetable Crops  
 Hazel Marie Hauck, Ph.D., Professor in Food and Nutrition  
 Robert S. Holmes, LL.B., Ph.D., Associate Professor of Accounting  
 Joseph Douglas Hood, Ph.D., Professor of Biology  
 John A. Hunt, Ph.D., Assistant Professor of Chemistry  
 John Greenwood Brown Hutchins, Ph.D., Professor of Business History and Transportation  
 Alfred E. Kahn, Ph.D., Associate Professor of Economics  
 Myron Slade Kendrick, Ph.D., Professor of Economics and Public Finance  
 Royal E. Montgomery, Ph.D., Professor of Economics  
 Amy Nott Moore, M.A., Assistant Professor of Institution Management  
 Chandler Morse, M.A., Associate Professor of Economics  
 Arthur E. Nilsson, M.B.A., Ph.D., Professor of Finance  
 R. Keith Osterheld, Ph.D., Instructor in Chemistry  
 George Eric Peabody, M.S., Professor of Extension Teaching  
 Frank Ashmore Pearson, Ph.D., Professor of Prices and Statistics  
 Harold Lyle Reed, Ph.D., Robert Julius Thorne Professor of Economics  
 John W. Reps, A.B., M.R.P., Associate Professor of Regional Planning  
 Andrew S. Schultz, Jr., Ph.D., Professor of Mechanical Engineering  
 Harry Wilbur Seeley, Jr., Ph.D., Associate Professor of Bacteriology  
 William H. Shannon, M.B.A., LL.B., C.P.A. (Kansas), Professor of Accounting  
 Gordon F. Streib, M.A., Instructor in Sociology  
 N. Arnold Tolles, Ph.D., Professor of Industrial and Labor Relations

Paul John Van Demark, Ph.D., Assistant Professor of Bacteriology  
 William B. Ward, M.S., Professor and Head of the Department of Extension Teaching and Information, Editor in Chief of Publications  
 Herbert Augustus Wichelns, Ph.D., Professor of Speech and Drama

## VISITING LECTURERS, 1951-53

Charlie L. Bird, President, Hotel Sales Management Association  
 J. Frank Birdsall, Manager, Skyline Inn, Mount Pocono, Pennsylvania  
 Lanson M. Boyer, Manager, Hotel Woodruff, Watertown, New York  
 Frank H. Briggs, Vice President and General Manager, The Shamrock, Houston, Texas  
 John A. Bullock, Consultant, New Jersey Turnpike Authority  
 H. B. Callis, Senior Vice President-Secretary, Hotels Statler Co., Inc.  
 Duane W. Carlton, Director of Sales and Advertising, Hotel New Yorker, New York City  
 C. Dewitt Coffman, Past President, Hotel Sales Management Association, International  
 Hugh J. Connor, Manager, Barbizon Hotel, New York City  
 Vincent J. Coyle, Vice President and Managing Director, Essex House, New York City  
 Edmund J. Flynn, President, Fort Bedford Inn, Bedford, Pennsylvania  
 Peter Grimm, General Manager, Hotel Operations, Intercontinental Hotels Corporation  
 Harold Hayes, Quaker Bonnet, Orchard Park, New York  
 Miss Ann Hill, Management Consultant, Chicago, Illinois  
 Rudolf Kelterborn, Advisor on Tourism and the Hotel Trades, Interior Ministry, Germany  
 Verne Ketterer, Manager, Hotel Seneca, Geneva, New York  
 Russell Kramer, Director, Institutional, Military and Government Department, Amino Products, Chicago, Illinois  
 Franklin J. Leerburger, Consulting Engineer, New York City  
 George R. LeSauvage, Frank G. Shattuck Company, New York City  
 Joseph C. Middleton, Manager, Mohawk Golf Club, Schenectady, New York  
 Franklin B. Moore, President and Managing Director, The Penn Harris Hotel, Harrisburg, Pennsylvania  
 John J. Patafio, Ambassador Letter Service, New York City  
 Horace W. Peaslee, Architect, Consultant on Planning of Building and Grounds, Washington, D. C.  
 Sidney N. Phelps, Manager, Traffic Department, The Pennsylvania Railroad Dining Car Service  
 John H. Sienold, Director of Sales, Savoy-Plaza Hotel, New York City  
 Mrs. E. M. Statler, Chairman, Statler Foundation  
 Bob Stein, Director of Public Relations, Shinderman Management Corporation, Chicago, Illinois  
 Albert W. Stender, President, Hotel Robert Treat, Newark, New Jersey; Vice President, Knott Hotels Corporation  
 Charles Fuller Stoddard, Director, Research Laboratory, Stouffer Corporation  
 David F. Treadway, Sales Manager, Treadway Inns  
 Ruel Tyo, Manager, Hotel Phoenix, Findlay, Ohio; President, Cornell Society of Hotelmen  
 J. Fred Vollmer, President, National Restaurant Association; Vice President, The Stouffer Corporation  
 Roy Watson, Jr., Vice President and Assistant General Manager, Kahler Corporation, Rochester, Minnesota

## *School of Hotel Administration\**

IN 1922 at the request of the American Hotel Association a four-year program of instruction in the field of hotel administration, the first of its kind anywhere, was established at Cornell University. Later, at the request of the National Restaurant Association a program designed especially to meet the needs of prospective restaurateurs was offered. Members of both Associations have provided financial support, have found places in their organizations for students and graduates, and have on many occasions endorsed the curriculum.

A principal benefactor has been the late Ellsworth Milton Statler, creator of the Statler Hotels. During his lifetime Mr. Statler gave generously. His heirs and the trustees under his will continued the support. In 1941 the Statler Foundation, established by his will, with Mrs. Statler, Frank A. McKowne, and Edward A. Letchworth as trustees, donated \$2,550,000 to erect and equip a building for the School, Statler Hall.

Statler Hall is a unique educational building, designed expressly to meet the needs of the faculty and the students of the School of Hotel Administration. The building is in three parts: a school building, an inn, and a club; but all three parts are designed for teaching purposes; other functions are incidental.

The school section has numerous kitchens, food laboratories, and lecture rooms; special classrooms for accounting and business practice; and special lecture rooms and laboratories for hotel engineering instruction, as well as many offices and general classrooms and auditoriums. The School has a splendid library and study hall. The collection of books, the most extensive of its kind anywhere, numbers about 4,000 volumes on hotel and restaurant operations and related subjects, including the files of leading serial publications in the hotel field, some of which are complete from their first issues, others dating back to the founding of the School. The Library has been the recipient of many gifts of display materials and personal collections, among which are the Herndon collection of cookbooks, some 1,200 books including many rare items, the books of W. I. Hamilton, and the Pinco collection of menus, dating back to the early 1900's.

\*Although organized within the New York State College of Home Economics, the School is wholly independent of state support.

Students also have in the school building their own student lounge with a fireplace, multichannel radio, and service pantry.

The inn section of the building consists of thirty-six transient rooms, all with bath, designed and decorated in the most modern and efficient manner, a front office desk, and appropriate lounge areas.

The club area used by members of the faculty and guests of the University provides lounge areas, card rooms, dining rooms, a rathskeller, and a browsing library. The operation of both the inn and the club affords practice projects for the students of the School of Hotel Administration.

The School was organized with a single professor and twenty-one students. The thirty-one years intervening since 1922 have seen a gradual expansion in the faculty, the curriculum, the student body, and the alumni organization. The School has a full-time resident faculty of twenty. These are assisted by about twenty others who devote part of their time to the specially arranged courses in the School. Instruction is also provided by various members of the general teaching staff of other units of the University, more especially the faculties of Home Economics, Agriculture, Engineering, and Arts and Sciences.

Each of the full-time faculty members is experienced in hotel work and is fully trained in both the academic and practical aspects of his special field. Of the part-time teaching staff, many are active hotel executives who come to Ithaca at weekly intervals to bring for study and discussion the current problems of their daily work. This faculty offers seventy-four courses, totaling one hundred and ninety-four hours, that have been developed by the School and designed expressly to meet the needs of hotel students.

Any program of higher education has two major responsibilities to its students: (1) to fit them for effective work in the economic society of the future in order that each may justly claim from that society a reasonable standard of living; and (2) to provide them with an adequate cultural background against which to perceive and enjoy the living so earned. These requirements are met in formal education for the business of hotel or restaurant operation. These businesses provide good opportunities for well-trained persons, and preparation for work in them involves the study of so wide a variety of subject matter as to approximate a liberal education.

The hotel or the restaurant is a complex institution; its operation calls for a wide range of skills, for the use of a variety of products in a large number of processes. The guest must be received with cordiality and service; he must be provided with a warm, well-lighted, well-decorated, comfortably furnished room and served with appetizing, wholesome food wisely bought, properly stored, and skillfully prepared; he must have at his disposal conveniences of every type: check rooms,

public spaces, public stenographers, radios, and exhibition spaces. A curriculum adequate to prepare one for the direction of those operations, and for the provision of those services and equipments, must draw upon nearly every branch of human knowledge. As a consequence, the prospective hotel operator studies drawing, physics, bacteriology, sanitation, chemistry, biology, engineering, vegetable crops, meat products, dietetics, food preparation, textiles, decoration, law, psychology, personnel management, advertising, and public speaking, all in addition to the subjects ordinarily studied in preparation for business management. Each subject is approached by the student with the same focusing interest: How does this material relate to hotel operation? Breadth of training is obtained without dissipation of interest. The graduate should be a well-educated and a socially useful individual.

## *Description of Courses*

**E**XCEPT for some general University courses regularly taken by students in the School of Hotel Administration and included in the list for their convenience, the courses described herein are arranged especially for hotel students; in many cases they are given by hotel or restaurant executives. Many other courses are open as electives to hotel students: courses in the sciences; in languages and literature; in economics, history, and government; in music, aesthetics, and philosophy; in engineering, architecture, medicine, and law. For full information regarding these offerings reference may be made to the Announcements of all the colleges.

### ACCOUNTING

The entire fourth floor of the school section of Statler Hall is set aside for the exclusive use of the Department of Hotel Accounting. The lecture rooms and laboratories are furnished and equipped with a complete inventory of hotel office and computing machinery, among which are room, key, and information racks, two National Cash Register Model 2000 front office posting machines, a National Cash Register food and beverage checking machine, a Multicounter portion counter, a Burroughs Sensimatic Accounts Receivable posting machine, and the various types of adding and calculating machines. Hotel students also have access to a complete set of I.B.M. statistical machines, including an eighty-column and a forty-column tabulating machine as well as sorting, coding, and verifying machines.

*ACCOUNTING* (Hotel Accounting 81). Credit four hours. Required. Associate Professor SILK.

An introduction to the principles of accounting. Practice includes elementary problems with the books necessary to maintain a double-entry system of accounting, controlling accounts and the voucher system, working papers, profit and loss statements, and balance sheets; elementary problems in the accounting incident to the organization of corporations, to reserves and valuation accounts; elementary problems in accounting for fixed assets, for depreciation and amortization, for accrued and deferred expenses and incomes, for bonds; and analysis of statements. Illustrative problems are drawn from hotel, restaurant, and general business enterprises.

*RESTAURANT ACCOUNTING* (Hotel Accounting 82). Credit four hours. Required. Prerequisite, Hotel Accounting 81 or the equivalent. Professor TOTH.

Application of the principles of accounting to the records and accounts of a typical restaurant having three selling units: dining room, grill room, and bar.



Special problems of restaurants are emphasized in connection with sales records, merchandise receiving and control, payroll preparation, and accounting for china, glassware, silverware, and linen. Practice work includes keeping a set of typical restaurant books, recording all transactions, closing books, preparing financial statements for several months, and making year-end adjustments. Students are assigned to assist in auditing waiters' checks and other sales records at Statler Inn as part of their practice work. Accounting records that are the responsibility of local managers of several large chain restaurants are reviewed.

**ACCOUNTING** (Hotel Accounting 84). Credit three hours. Mr. BECK.

Fundamental principles of accounting with special emphasis on interpretation. Especially designed for students in the School of Industrial and Labor Relations.

**HOTEL ACCOUNTING** (Hotel Accounting 181). Credit four hours. Required. Prerequisite, Hotel Accounting 81 and 82 and hotel experience. Professor CLADEL.

A study of the Uniform System of Accounts for Hotels as recommended by the American Hotel Association. The course is concerned with accounting for the transactions of a 400-room transient hotel. It includes a study of front-office routine, the night audit and transcript, the daily report, and the duties of the accountant. Practice is afforded with the special journals used in hotels—the six-column journal and the multi-column operating ledger. The problem involves the recording of the transactions for one month, the summarization, adjustment, and closing of the books, and the preparation of monthly and annual statements therefrom.

**INTERMEDIATE ACCOUNTING** (Hotel Accounting 182). Credit four hours. Required. Prerequisite, Hotel Accounting 81. Professor CLADEL.

Problems arising in the field of intermediate accounting. Practice includes problems dealing with depreciation and amortization, sinking funds, surplus and reserves, accounting for receiverships, statements of funds and their application, statements of affairs, and statements of realization and liquidation.

**AUDITING** (Hotel Accounting 183). Credit three hours. Hotel elective. Prerequisite, Hotel Accounting 182. Professor CLADEL.

A course in general auditing. Practice includes the preparation of audit-working papers, balance-sheet audit, detailed audit, internal control in general, and the auditor's report.

**FOOD AND BEVERAGE CONTROL** (Hotel Accounting 184). Credit three hours. Hotel elective. Professor CLADEL.

A study of the various systems of food and beverage control, and precast control common in the business. Practice is offered in cost analysis, sales analysis, special-item control, and adjustments to inventory; in the preparation of the daily report and summary to date; and in the preparation of monthly food and beverage reports using figures typical of a moderate-sized hotel.

**HOTEL ACCOUNTING PROBLEMS** (Hotel Accounting 185). Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 181 and 182, with an average of not less than 80 in these courses. Professor TOTH.

Practice in the solution of accounting problems incident to the organization of a corporation owning or operating a hotel, purchase and financing of a hotel property, consolidated statements, reorganizations, depreciation accounting for fixed assets, interpretation of the accounting provisions of trust indentures, leases, and management contracts, and similar advanced problems.

**INTERPRETATION OF HOTEL FINANCIAL STATEMENTS** (Hotel Accounting 186). Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182. Professor TOTH.



A study and discussion of hotel balance sheets, profit and loss statements, and typical hotel balance sheets and operating ratios.

*FRONT-OFFICE PROCEDURE\** (Hotel Accounting 188). Credit one hour. Hotel elective. Open to juniors and seniors and to lowerclassmen by permission.

A study of the physical layout of equipment in the hotel front office, of the procedure used in registering and checking out guests and of keeping the accounts of guests.

*PROBLEMS IN HOTEL ANALYSIS* (Hotel Accounting 189). Credit two hours. Hotel elective. Mr. BECK.

Practice in some statistical procedures, using as illustrative material principally hotel and restaurant figures. Presentation and interpretation.

Deals with frequency distributions, average, median, mode, and measures of dispersion; with straight line correlation, the straight line of best fit as a tool of estimation; and with the standard error of estimate.

*INTERNAL CONTROL* (Hotel Accounting 286). Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 181 and 182. Professor TOTH.

Preparation of the problems encountered in distributing the accounting and clerical work in hotels so as to provide a good internal control, with emphasis on the problems of small hotels having few employees. The course includes the study of many actual cases of the failure of internal control and the analysis of the causes of the failure.

*ACCOUNTING MACHINES IN HOTELS* (Hotel Accounting 288). Credit one hour. Hotel elective. Associate Professor CLADEL.

A discussion of the place of accounting machines in hotels and restaurants; practice with a National Cash Register Company front-office posting machine, including the posting of charges and credits and the details of the night audit.

*TEA ROOM AND CAFETERIA ACCOUNTING* (Hotel Accounting 240). Credit three hours. For institution management student only. Mr. BECK.

An elementary course in simple accounting, using as illustrative material the accounting records of the cafeteria and the tea room; a study of cash and credit transactions, checkbook and deposit records, journal and ledger entries, trial balances, profit and loss statements, and balance sheets.

*PRINCIPLES OF COST CONTROL* (Industrial and Engineering Administration 3247). Credit three hours. Prerequisite, Hotel Accounting 81 or its equivalent. Professor SCHULTZ.

Cost collection for production order and continuous process industrial operations. The purposes of cost accounting, the effect of the type of organization of the enterprise, and the conception of the basic principles of cost control are stressed. Budgets and standards as a goal for adequate cost control are included.

*ADVANCED ACCOUNTING* (Business and Public Administration 112). Credit three hours. Prerequisite, Hotel Accounting 182. Professor SHANNON.

Problems of income determination and allocation; the admission, valuation, and presentation of each typical asset and equity element in a balance sheet and the related revenue and expense aspects; analysis and interpretation of financial statements according to varying philosophies; special topics—sinking funds, special reserves, and operating schedules.

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\*Courses marked with an asterisk are given in alternate years or as the demand requires. Other courses are ordinarily given at least once a year, but in any case offerings are adjusted to the requirements.

*ADVANCED ACCOUNTING* (Business and Public Administration 113). Credit three hours. Prerequisite, Business and Public Administration 112. Professor SHANNON.

Problems of a partnership; consignments; branch accounting; consolidated statements; foreign exchange; estate and trust accounting; accounting for governmental and institutional units; reorganization and liquidation statements.

*COST ACCOUNTING* (Business and Public Administration 210). Credit three hours. Prerequisite, Hotel Accounting 182. Professor HOLMES.

Basic cost classifications and records; analysis of manufacturing cost components — material, labor, and burden. Job order and process cost systems. Introduction to standard costs. Cost reports for management.

*INTERNAL CONTROL AND BUDGETING* (Business and Public Administration 212). Credit three hours. Prerequisite, Business and Public Administration 210. Professor HOLMES.

Standard costs for manufacturing, distribution, and administration. Business budgeting. Cost, budget, efficiency, and financial-statement reports. System formulation, procedures, and methods of internal check with business machine applications. Brief study of internal auditing. Management trusteeship as related to control of inventories and other assets. Field trips to selected industries.

*TAX ACCOUNTING* (Business and Public Administration 214). Credit three hours. Prerequisite, Hotel Accounting 182. Professor SHANNON.

Federal income tax provisions and procedures are emphasized; problems of computing gross income, deductions, credits against net income, and tax liability; preparation of tax returns; special taxes — social security, corporate, estate, and excise taxes; comparison of commercial accounting practices and tax accounting provisions.

*FINANCIAL ACCOUNTING* (Business and Public Administration 215). Credit three hours. Prerequisite, Hotel Accounting 182. Professor NILSSON.

Examinations of the principles, rules, and conventions underlying the construction of financial statements, including consolidated statements, with particular view to providing an understanding of the possibilities and limitations of financial statement analysis. Financial reporting practices and the techniques of a statement analysis will be stressed. Attention will be given to the financial reporting requirements of security regulation agencies.

## ADMINISTRATION

*ORIENTATION* (Hotel Administration 100). Credit two hours. Required. Assistant Professor LATTIN.

A course designed to orient students in the life of the University and in the work of the School of Hotel Administration. The laboratory periods in the Statler Club provide students with the opportunity to gain experience in all departments of a hotel.

*LECTURES ON HOTEL MANAGEMENT* (Hotel Administration 155). Credit one hour. Hotel elective. Open to all classes. To be taken for credit each semester. Under the direction of Professor MEEK.

A series of lectures given by nonresident speakers prominent in the hotel, restaurant, and allied fields.

*PSYCHOLOGY FOR STUDENTS IN HOTEL ADMINISTRATION* (Hotel Administration 114). Credit 3 hours. Required. Assistant Professor LATTIN.

An introduction to the methods and problems of general psychology.

*PERSONNEL ADMINISTRATION* (Hotel Administration 119). Credit three hours. Hotel elective. Prerequisite, an elementary course in psychology. Assistant Professor LATTIN.

A study of the problems of human relations in industry. A survey of the methods and problems of recruitment, selection, placement, maintenance, organization, and government of employees.

*RESEARCH AND TECHNIQUES IN PERSONNEL ADMINISTRATION* (Hotel Administration 216). Credit three hours. Hotel elective. Prerequisite, Hotel Administration 119 and permission of the instructor. Assistant Professor LATTIN.

Opportunity is given students to study special problems such as training employees, industrial counseling, the measurement of morale, job analysis, and time and motion study.

*HUMAN RELATIONS\** (Hotel Administration 217). Credit 2 hours. Hotel elective. Prerequisite, Hotel Administration 119. Mr. FOERTSCH.

This course deals with the problems faced by the supervisor and executives in managing the human element in the hotel and restaurant field. It is designed to give the student insight into the varied social and psychological factors present in any employer-employee relationship.

*SUPERVISORY TRAINING IN HOTELS\** (Hotel Administration 218). Credit 2 hours. Hotel elective. Prerequisite, Hotel Administration 119 and permission of the instructor. Mr. FOERTSCH.

This course is designed for advanced students in personnel administration. The class initiates and develops a training program for supervisors. Emphasis is placed on participation, group discussion, and individual research. All aspects of the supervisory function are analyzed.

*SEMINAR IN PERSONNEL ADMINISTRATION* (Hotel Administration 219). Credit three hours. Hotel elective. Prerequisite, Hotel Administration 119 and permission of instructor. Assistant Professor LATTIN.

A discussion class which provides the opportunity for students to put into practice the theory and techniques learned in the elementary course.

*LAUNDRY MANAGEMENT\** (Hotel Administration 268). Credit two hours. Hotel elective. Mr. VAN LENT.

This course includes a study of the chemistry involved in laundry washing processes and the incentives and production problems for hotel laundries. A comparison of costs is made between hotel laundries and commercial laundries.

*BUSINESS WRITING* (Hotel Administration 238). Credit three hours. Hotel elective. Open to sophomores, juniors, and seniors. Associate Professor RECKNAGEL.

This course covers the preparation of business letters, memorandums, and reports. As part of the instruction, students use the various types of dictating machines.

*SEMINAR IN HOTEL ADMINISTRATION* (Hotel Administration 153). Credit two, three, or four hours. Hotel elective. Open to a limited number of seniors in hotel administration. Those wishing to register should consult the instructor during the preceding semester to obtain permission to enroll and to confer regarding problems chosen for special study. Hours to be arranged. Professor MEEK.

A course devoted to the study of specific problems arising in the management of hotels.

*LAW OF BUSINESS* (Hotel Administration 171). Credit three hours. Required. Open to juniors and seniors. Mr. TREMAN.

An elementary course on the law of business.

*LAW AS RELATED TO INNKEEPING* (Hotel Administration 172). Credit two hours. Hotel elective. Best taken after Course 171. Mr. SHERRY.

A consideration of the legal problems of the innkeeper.

*LAW OF BUSINESS: CONTRACTS, BAILMENTS, AND AGENCY\** (Hotel Administration 272). Credit two hours. Hotel elective. Prerequisite, Hotel Administration 171. Mr. SHERRY.

A study of the formation, validity, enforcement, and breach of contracts; sales and dealings in personal property, bailments, storage, and shipment of goods; the laws of principal and agent and employer and employee.

*LAW OF BUSINESS: PARTNERSHIPS AND CORPORATIONS\** (Hotel Administration 274). Credit two hours. Hotel elective. Prerequisite, Hotel Administration 171. Mr. SHERRY.

A consideration of the formation, operation, and management of partnerships and corporations; the laws of negotiable instruments; and insolvency and bankruptcy.

*RESORT MANAGEMENT\** (Hotel Administration 113). Credit one hour. Hotel elective. Mr. MALLESON.

A lecture course in the operation of the resort hotel. Consideration is given to the promotion of business, to the provision of services, to the operation of the dining room, to the entertainment of the guest, and to the selection, training, and direction of the employed staff. Resorts of the various types, seasons, and economic levels are considered.

*HOTEL PUBLIC RELATIONS\** (Hotel Administration 176). Credit one hour. Hotel elective. Recommended for juniors and seniors.

Methods and channels through which the hotel may obtain favorable public recognition.

*HOTEL PROMOTION\** (Hotel Administration 178). Credit one hour. Hotel elective. Recommended for juniors and seniors but open to sophomores.

A discussion of the fundamentals of sales promotion, with special attention to the various mediums profitably used by hotels.

*HOTEL ADVERTISING\** (Hotel Administration 179). Credit one hour. Hotel elective. Mr. KOEHL.

The preparation of advertisements, with emphasis on the preparation of the copy, upon the layout, the typography, and the illustration.

*SALES PROMOTION\** (Hotel Administration 278). Credit one hour. Hotel elective. Mr. PHILLIPS.

The hotel sales department, its function, organization, records, and procedure. The course is arranged with the cooperation and assistance of the Hotel Sales Managers Association. At each session a different member of the Association, chosen by the Association in consultation with the School for his expertness in some one phase of sales promotion, discusses that phase and under the coordination of the instructor leads the discussion of the subject.

*GENERAL SURVEY OF REAL ESTATE\** (Hotel Administration 191). Credit two hours. Hotel elective. Prerequisite, Economics 106 or its equivalent.

A survey of the real estate field, with particular emphasis on the economic, legal, and technical aspects of real estate. Lectures and problems cover interests in real property, liens, taxes, contracts, auctions, deeds, mortgages, titles, leases, brokerage, management, and financing.

*FUNDAMENTALS OF REAL ESTATE MANAGEMENT\** (Hotel Administration 192). Credit two hours. Hotel elective. Prerequisite, Economics 106 or its equivalent.

The fundamentals of urban-land economics. Emphasis is placed upon the changing character of the urban economy and its influence upon land values, development, and utilization. The aim of the course is to acquaint students with the economic principles governing the development and utilization of land and land values.

*FIRE AND INLAND MARINE INSURANCE* (Hotel Administration 196). Credit three hours. Hotel elective. Open to juniors and seniors. Mr. CAREY.

Fire and inland marine insurance, including such topics as the form of the policy, insurable interest, the risk assumed, improving and rating property, use and occupancy, rent and leasehold, explosion insurance, adjustment of loss, co-insurance, appraisals.

*LIABILITY, COMPENSATION, AND CASUALTY INSURANCE* (Hotel Administration 197). Credit three hours. Hotel elective. Mr. CAREY.

Liability, compensation, and casualty insurance, the scope of the coverage, and analysis of the policies. Application of the laws of negligence.

*TOURISM\** (Hotel Administration 56). Credit one hour. Hotel elective.

This course in tourism will be given by a representative of one of the large travel and tour directing organizations. It will deal with the volume and dollar value of foreign and domestic tourist and business travel, the areas and groups who constitute the source of tourist business, the attractions that draw them, the conveyances and routings they use, and the matters of rates, foreign exchange, and passport and health requirements.

*PRINCIPLES OF CITY AND REGIONAL PLANNING* (Architecture 710). Credit three hours. Open to upperclassmen. Associate Professor REPS.

A review of the basic influences in the development of cities. A general view of the theory and accepted practice of city and regional planning, including a study of the social, economic, and legal phases. Lectures, assigned readings, and examinations.

## ECONOMICS AND FINANCE

Of the large number of courses in economics, statistics, sociology, history, and government open to hotel students, only those frequently taken by them are described. Full details regarding the others are given in the *Announcement of the College of Arts and Sciences*. Hours and instructors are to be announced each term.

*MODERN ECONOMIC SOCIETY* (Economics 105). Credit three hours. Open to a limited number of freshmen. Associate Professor MORSE and assistants.

A survey of the existing economic order, its more salient and basic characteristics, and its operations.

*MODERN ECONOMIC SOCIETY* (Economics 106). Credit three hours. Prerequisite, Economics 105. Associate Professor MORSE and assistants.

*MONEY, CURRENCY, AND BANKING†* (Economics 203). Credit three hours. Prerequisite, Economics 106.

A study of our currency system and banking processes for the primary purpose of training the student to determine the influence of monetary factors in economic problems.

*NATIONAL INCOME AND WEALTH*† (Economics 309). Credit three hours. Prerequisite, Economics 106 or the equivalent. Professor COPELAND.

An examination of the more common statistical measurements of general economic activity and financial structure, and an appraisal of their significance for current business analysis and economic planning.

*CORPORATION FINANCE*† (Economics 311). Credit three hours. Prerequisites, Hotel Accounting 81 and Economics 106.

A study of the financial practices of business corporations in the United States; types of corporate securities; sources of capital funds; determination and administration of corporate incomes; financial difficulties and corporate reorganizations; the relation of corporate practices to the functioning of the American economic system; and the regulatory activities of the Securities and Exchange Commission.

*PRIVATE ENTERPRISE AND PUBLIC POLICY*† (Economics 321). Credit three hours. Prerequisite, Economics 106. Associate Professor KAHN.

The approach to public policy in a private enterprise system, in the light of the economist's concepts of competition and monopoly. An analysis and appraisal of the various real and fancied sources of monopoly in the American economy, with particular emphasis on our system of business organization, its price, production, and marketing policies.

*DEVELOPMENT OF THE AMERICAN ECONOMY AND BUSINESS ENTERPRISE*† (Business and Public Administration 120). Credit three hours. Limited to seniors who have taken Economics 106. Professor HUTCHINS.

A study of the development of significant features of the modern economy and of modern business. Attention is particularly focused on the period 1790-1890. European developments of significance to the United States are discussed. Against the general economic background careful study is given to selected case studies illustrating business organization, policy, and practice of the time. The features and concepts of public economic policy are also studied, in part by the case method.

*RECENT ECONOMIC AND BUSINESS CHANGES*† (Business and Public Administration 121). Credit three hours. Limited to seniors who have taken Economics 106. Professor HUTCHINS.

A continuation of Course 120 covering the period since 1890. Dominant attention is centered on the rise of big business and on the resulting problems of monopoly, competition, discrimination, financing, management, and public regulation. Characteristic types of business promotion and management are discussed through the case method. Attention is also given to major factors of national economic strength, including power production, technological development, transportation facilities and policy, public and private finance, and foreign trade and investment. Course 120 is not a prerequisite.

*TRANSPORTATION*† (Business and Public Administration 180). Credit three hours. Limited to seniors who have taken Economics 106 or the equivalent. Professor HUTCHINS.

A study of American transportation from the points of view of carriers, shippers, and public authorities. The emphasis is on the economics and practices of rate making, especially of railroads. Among the most important topics covered are: rates and the location of industry; national traffic flows; theory of rates; classification of freight; rate systems; commodity rate structures; new types of rates; rate divisions, rate bureaus, and other intercarrier relations; the development of regulation; the determination of the general level of rates; reasonableness of particular rates; the long and short haul clause. Lectures, cases, and discussions.

†Will satisfy the requirement of elective work in economics.



*LABOR CONDITIONS AND PROBLEMS*† (Economics 401). Credit three hours. Prerequisite, Economics 101 or the equivalent. Professor MONTGOMERY.

An introduction to labor economics and a survey of the more basic labor problems growing out of modern economic arrangements.

*TRADE UNIONISM AND COLLECTIVE BARGAINING*† (Economics 402). Credit three hours. Prerequisite, Economics 401, or consent of the instructor. Professor MONTGOMERY.

A study of the origins, philosophic basis, aims, and policies of trade unions, of the economic implications of trade unionism and modern economic life, and of collective bargaining in selected industries.

*PRICES*† (Agricultural Economics 115). Credit three hours. Open to juniors, seniors, and graduate students. Professor PEARSON.

A study of prices of farm products in relation to agricultural and industrial conditions.

*TAXATION*† (Agricultural Economics 138). Credit three hours. Open to upperclassmen who have taken Economics 106 or the equivalent. Professor KENDRICK.

A study of the principles and practices of public finance, with emphasis on taxation. Among the topics examined are the growth of public expenditures and its causes; historical changes over time in sources of revenue; and property, inheritance, business, and personal income taxation.

*ECONOMICS OF WAGES AND EMPLOYMENT*† (Industrial and Labor Relations 340). Credit three hours. Prerequisite, Economics 106. Professor TOLLES.

A general analysis of the economic factors in the determination of wages and the terms of employment. Major aspects of the following topics will be studied: composition of the labor force; trends in money and real earnings and national income; theories of wages; trade union policies and practices and their effects upon wages and employment; economic aspects of governmental regulation of wages and hours; employment theories and policies.

*INTERNATIONAL ECONOMIC DEVELOPMENT, THEORY, AND POLICY*† (Economics 701-702). Throughout the year. Credit three hours each term. Prerequisite, Economics 106. Economics 701 or consent of the instructor prerequisite to 702. Associate Professor MORSE.

The first term covers developments from precapitalist origins to 1914, together with basic theory and analysis. Topics include the growth of trade, theory of trade, tariffs, commercial policy, foreign exchange, and the balance of payments. In the second term, major trends and policies from 1914 to the present are studied. Capital movements, exchange depreciation and control, trade regulation, and international stabilization and development schemes receive special attention.

*INTRODUCTION TO THE STUDY OF SOCIETY* (Sociology 101).<sup>\*</sup> Either term. Credit three hours. Open to all students although primarily intended for freshmen. May not be taken for credit by those who have credit for Rural Sociology 1. Mr. STREIB and STAFF.

An introduction to the study of societies as interrelated systems; selected major problems of contemporary American society as seen in the context of our own social system; social factors in personality formation.

*GENERAL GEOGRAPHY* (Geology 105). Credit three hours. Mr. FISHER.

An introduction to geography including space relationships, world climates, soils, and geographic provinces. Land use, the natural resources of selected regions, and trade in these resources will be emphasized.

†Will satisfy the requirement of elective work in economics.

## ENGINEERING

Statler Hall has four engineering laboratories especially prepared for demonstrating, testing, and studying the mechanical equipment that is typically found in hotels. In addition, a wide variety of modern apparatus in service throughout the building is studied from the engineering viewpoint.

Laboratory equipment includes scale models for drafting and layouts, fire fighting apparatus, portable and central-type vacuum cleaners, full-scale bathroom units, plumbing fixtures, pipe-fitting equipment, electrically and steam-driven pumps, hot water heater, test radiators, ventilating fan, oil-fired boiler, flue gas analyzer, motor generator sets, alternating and direct current motors, electric controls, electric wiring devices, meters, lighting equipment, mechanical refrigeration testing units, compressors, and refrigeration controls. The building construction laboratory has facilities for erecting a small, full-scale building. Numerous hotel plans and equipment catalogs are used extensively in the hotel planning course.

In hotel engineering the requirements consist of drawing (Hotel Engineering 260) 3 hours, plus 12 additional hours of hotel engineering subjects. Courses in hotel engineering taken in addition to the required 15 hours may be counted as Hotel electives. In the event that an acceptable course in drawing (freehand or mechanical) is offered at entrance, 3 hours of Hotel electives may be substituted.

*DRAWING* (Hotel Engineering 260). Credit three hours. Required as first course. Mr. BROTEN.

Mechanical, architectural, and freehand drawing leading to practical representation and interpretation of typical applications.

*SPECIAL HOTEL EQUIPMENT* (Hotel Engineering 261). Credit three hours. Professor RANDOLPH.

Studies of kitchen planning, laundry layouts, fire protection, vacuum cleaning, and graphic presentation.

*WATER SYSTEMS* (Hotel Engineering 262). Credit three hours. Professor RANDOLPH.

Plumbing systems and fixtures, water treatment, sewage disposal, pipe fitting, pumping equipment, and their relations to the plumbing code.

*STEAM HEATING* (Hotel Engineering 263). Credit three hours. Professor SAYLES.  
Basic principles of heating, ventilating, and air conditioning, with practical applications including fuels, boilers, and automatic controls.

*ELECTRICAL EQUIPMENT* (Hotel Engineering 264). Credit three hours. Professor SAYLES.

Electrical equipment and control devices including motors, wiring systems, elevators, rate schedules, and illumination practice.

*HOTEL PLANNING* (Hotel Engineering 265). Credit three hours. Limited to seniors. Professor RANDOLPH.

Planning the layout for a proposed hotel, emphasizing floor plans and the selection and arrangement of the equipment in all the various departments.

*HOTEL STRUCTURES AND MAINTENANCE* (Hotel Engineering 266). Credit three hours. Professor SAYLES.

Materials and methods of building construction, repair, and maintenance. Emphasis on trade practices and building codes. Specification and repair of hotel furniture.



**REFRIGERATION** (Hotel Engineering 267). Credit three hours. Professor SAYLES. The theory and practice of mechanical refrigeration. Typical hotel and restaurant applications including frozen-food storage.

### FOOD PREPARATION

The food laboratories in the School of Hotel Administration include two small-quantity food laboratories and the Statler Inn kitchens.

Two small-quantity laboratories, accommodating twenty students each, are equipped with especially designed units: each two students have electric or gas ranges, double sinks and working surfaces of stainless steel, and cabinets with the newest and most modern equipment. Both laboratories have refrigerators and deep-freeze units.

Students in quantity cookery have the use of the Statler Inn kitchen, which contains duplicate modern equipment for instructional purposes. The equipment is so varied that the student has an opportunity to use and to analyze a wide range of kitchen facilities.

The student lounge has an efficient kitchen used for the student coffee hour and for student and faculty parties and receptions.

In addition to the facilities in Statler Hall, the laboratory kitchens, cafeterias, and catering services in the New York State College of Home Economics are available to students in hotel administration.

*Regulation uniform of white coat, apron, and chef's cap is furnished by the student and required for the first food laboratory.*

**FOOD PREPARATION** (Food and Nutrition 120). Credit three hours. Required. Mrs. KENDRICK, Mrs. GIFFT.

The underlying principles involved in the preparation of the various types of food. The practice periods are designed to develop skill in the preparation of food in small quantities, and an appreciation of the details and manipulation required to produce food of the highest standard.

**NUTRITION AND HEALTH** (Food and Nutrition 190). Credit two hours. Hotel elective. Professor HAUCK.

The relationship of food to the maintenance of health; its importance to the individual and society.

**CHEMISTRY AND ITS APPLICATION TO FOOD PREPARATION** (Hotel Administration 214). Credit five hours, of which four hours count as chemistry and one hour counts as Hotel elective. Required. (*No credit allowed to students who have received credit for Chemistry 101 or its equivalent.*) Dr. HAM.

Fundamental principles and practices of food preparation approached through the study of general chemistry. Consideration of the physicochemical properties of gases, liquids, solids, and solutions; pH, titrations, buffer mixtures and hydrolysis; and fundamental chemical reactions. The influence of kind and proportion of ingredients and methods of manipulation and cookery on the flavor and texture of such foods as baking-powder products, fruit-ice mixtures, and sugar mixtures. Beverages as solutions. Subjective scoring of food products.

Laboratory practice in chemistry and comparative cookery includes experiments using simple chemical techniques and basic cookery processes. Emphasis on the application of scientific principles to the interpretation of observed results.

This course serves as a prerequisite for Food and Nutrition 215.

**CHEMISTRY AND ITS APPLICATION TO FOOD PREPARATION** (Hotel Administration 215). Credit five hours, of which two hours count as chemistry and three hours count as Hotel electives. Required. (*No credit allowed to students who*

have received credit for Chemistry 102 or its equivalent.) This course is planned to follow Hotel Administration 214 and should be taken the term after it. Dr. HAM.

Fundamental principles and practices of food preparation approached through the study of organic and colloidal chemistry. The influence of kind and proportion of ingredients and of methods of manipulation and cookery on the palatability and the nutritive value of baked products, such as cakes and yeast breads, of eggs, meats, and vegetables. Subjective scoring of food products; food storage and sanitation. Food preservation, especially canning, and the science underlying it. Students who have completed Food and Nutrition 214 and 215 should recognize culinary quality in cooked foods and the factors that contribute to quality. They should attain some skill in specific cookery techniques, and should be able to apply this knowledge and skill critically in food preparation.

Course 215 serves as a prerequisite for Biochemistry 10, 11, and Chemistry 201, and 303 and 305.

**FOOD PREPARATION** (Food and Nutrition 220). Credit three hours. Required. Prerequisite, Food and Nutrition 120 or its equivalent. Associate Professor ERICSON.

Experience in the preparation of dishes adapted to hotel and restaurant service, such as special meat dishes, fancy breads, vegetables, soups, salads, entrées, canapés, and hors d'oeuvres, chicken and turkey (boning), fish, pastries and desserts.

**QUANTITY FOOD PREPARATION, ELEMENTARY COURSE** (Institution Management 200). Credit three hours, of which one may be counted as Hotel elective. Required. Prerequisite, Food and Nutrition 120 or equivalent experience. Associate Professor CUTLAR.

Laboratories consist of quantity cooking in the cafeteria kitchen and the preparation of meals for approximately five hundred patrons. Some emphasis is given to standard procedures and technics and to the use and operation of institution kitchen equipment.

**QUANTITY FOOD PREPARATION: PRINCIPLES AND METHODS** (Hotel Administration 201). Credit four hours. May be substituted for Institution Management 200, and when so substituted satisfies also two hours of Hotel electives. Prerequisite, Food and Nutrition 220 or equivalent experience. Mrs. SAYLES.

Laboratory exercises consist of large-quantity cooking in Statler Inn kitchen, preparing the noon meal for approximately 275 patrons. The laboratories are supplemented by discussion periods to provide an opportunity to review principles, discuss procedures, food costs, and menus. Some emphasis is given to standard techniques, basic formulas, use and operation of institution kitchen equipment, storeroom operation, and kitchen and serving supervision. Students have their lunch in the cafeteria on laboratory days.

**QUANTITY FOOD PREPARATION: PRINCIPLES AND METHODS** (Institution Management 210). Credit four hours. May be substituted for Institution Management 200, and when so substituted satisfies also two hours of Hotel electives. Prerequisite, Food and Nutrition 220 or equivalent experience. Associate Professor CUTLAR.

Laboratory exercises consist of large-quantity cooking in the cafeteria kitchen, in the preparation of meals for approximately one thousand patrons. The laboratories are supplemented by discussion periods to provide an opportunity to review principles and to discuss procedures. Some emphasis is given also to standard technics, basic formulas, and menu planning and to the use and operation of institution kitchen equipment. Students have their lunch in the cafeteria on laboratory days.

*CATERING AND ADVANCED QUANTITY FOOD PREPARATION* (Institution Management 310). Credit three hours. Hotel elective. Open to upperclassmen specializing in Institution Management or Hotel Administration; to graduate students and others by permission of the instructor. Prerequisite, Institution Management 200, 201, 210, 230, or equivalent experience.

Practice in organizing work, making menus, calculating costs, preparing and serving food for dinners and other catering projects as assigned.

*HOTEL CUISINE* (Hotel Administration 202). Credit two hours. Hotel elective. Prerequisite, Institution Management 200, 201, or 210 or equivalent experience.

The laboratory exercise consists of planning, preparing, and serving to the patrons of the Statler Club a dinner in the style of the classical French cuisine.

*[QUANTITY FOOD PREPARATION AND CATERING, ADVANCED COURSE* (Institution Management 330). Credit five hours, Hotel elective. Prerequisite, Institution Management 210, 200, 201, 230, or equivalent experience. Registration subject to the approval of Department of Institution Management. Special catering assignments require from 25 to 30 hours in addition to scheduled laboratories. Not offered in 1953-54.]

Practice in organizing work, making menus, calculating costs, preparing and serving food for diners and other catering projects as assigned.

*HOTEL STEWARDING\** (Hotel Administration 118). Credit three hours. Hotel elective. Open to sophomores, juniors, and seniors. Assistant Professor CONNER.

Problems of restaurant operation, such as purchasing, preparation, service, and control phases of steward operations.

*FOOD AND BEVERAGE MERCHANDISING* (Hotel Administration 122). Credit 2 hours. Hotel elective. Open to sophomores, juniors, and seniors. Assistant Professor CONNER.

Problems of restaurant operation such as menu construction, establishing a merchandising policy, setting and maintaining standards, and beverage merchandising.

*FOOD SELECTION AND PURCHASE* (Institution Management 220). Credit three hours. Hotel elective. Open to juniors and seniors. Permission of instructor required. Professor HARRIS and Assistant Professor MOORE.

A discussion of sources, standards of quality, grades, bases of selection, methods of purchase, and storage of various classes of food. A one-day trip to Elmira, Syracuse, or Rochester markets will be included. Estimated cost of trip, \$6.

*HOTEL MENU PLANNING\** (Hotel Administration 124). Credit one hour. Hotel elective.

Principles of menu planning for the various types of commercial dining rooms, with attention to the dietetic, cost, and promotional aspects.

*SMORGASBORD* (Hotel Administration 203). Credit two hours. Hotel elective. Prerequisites, Food and Nutrition 220, Quantity Food Preparation 200, 201, 210 or equivalent experience.

The laboratory consists of planning, preparing, and serving the food for the Sunday night Smorgasbord for the Statler Inn dining room to an average of two hundred patrons. Each student gets the experience of being manager at least twice during the semester.

*MEATS, POULTRY, AND FISH* (Hotel Administration 206). Credit three hours. Required. Associate Professor WANDERSTOCK.

A course dealing with the major phases of meats, poultry, and fish from the

hotel, restaurant, and institutional standpoint; selection and purchasing, cutting, freezing, cooking, carving, and miscellaneous topics. Required three-day field trip to visit purveyors in New York City included.

**WINES\*** (Hotel Administration 125). Credit one hour. Hotel elective.

This course includes the study of grape culture, cellar techniques, still wines, champagne, New York and California wines, foreign wines, wine cookery, wine storage and service.

**ECONOMIC FRUITS OF THE WORLD** (Pomology 121). Credit three hours. Hotel elective. Professor BOYNTON.

A study of all species of fruit-bearing plants of economic importance, such as the date, the banana, the citrus fruits, the nut-bearing trees, and the newly introduced fruits, with special reference to their cultural requirements in the United States and its insular possessions. All fruits not considered in other courses are considered here. The course is designed to give a broad view of world pomology and its relationship with the fruit industry of New York State.

**POST-HARVEST HANDLING OF VEGETABLE CROPS** (Vegetable Crops 12). Credit three hours. Hotel elective. Professor HARTMAN.

Horticultural aspects of marketing vegetables; vocational opportunities in the field; methods of estimating and measuring quality and grade; research results and practices in packing, storing, transporting, and selling. One two-day and three afternoon trips required. Estimated partial cost of transportation to be collected from the student, \$2.

**GENERAL BACTERIOLOGY** (Bacteriology 1). Credit six hours. Hotel elective. Prerequisite, Chemistry 102 or Hotel Administration 215. Associate Professor SEELEY and assistants.

An introductory course; a general survey of the field of bacteriology, with the fundamentals essential to further work in the subject.

**HOUSEHOLD BACTERIOLOGY** (Bacteriology 4). Credit three hours. Hotel elective. Prerequisite, Chemistry 102 or Hotel Administration 215. Assistant Professor VANDEMARK and assistants.

An elementary, practical course for students in home economics.

**GENERAL CHEMISTRY** (Chemistry 101-102). Throughout the year. Credit three hours a term. First term prerequisite to second. May be substituted by special permission for chemistry requirement in Hotel Administration 214-215. (*No credit allowed to students who have received credit for Hotel Administration 214-215.*) Assistant Professor HUNT, Mr. OSTERHELD, and assistants.

Emphasis is placed on the more important chemical principles and facts, on the scientific method, and on the relation of chemistry to the other fields of knowledge and to everyday life.

**GENERAL BIOLOGY** (Biology 1). Throughout the year. Credit three hours a term. The course may be started in either term. Not open to students who have had both Zoology 104 and Botany 1. If Biology 1 is taken after either Zoology 104 or Botany 1, credit two hours a term. Professor HOOD and assistants.

An elementary course planned to meet the needs of students majoring outside the plant and animal sciences; particularly adapted as the first year of a two-year sequence in biology for the prospective teacher of general science in the secondary schools. The course deals with the nature of life, life processes, the activities and origin of living things. It covers the organization of representative plants and animals including man as an organism, and the principles of nutrition, growth, behavior, reproduction, heredity, and evolution.

*HUMAN PHYSIOLOGY* (Physiology 303). Credit three hours. Prerequisite, a previous course, either in high school or in college, in biology and in chemistry. Professor DYE.

This is an introductory course designed particularly to present fundamental and practical information concerning the physiological processes and systems of the human body. Lectures, illustrations, and demonstrations.

### HOUSEKEEPING

*HOTEL FURNISHING AND DECORATING* (Housing and Design 130). Credit two hours. Hotel elective. Advised for juniors. Mr. CARREIRO.

*HOTEL TEXTILES\** (Textiles 140). Credit two hours. Hotel elective. Not open to freshmen.

The purpose of the course is to provide an opportunity for the students to become familiar with fabrics used in hotels. Scientific data are brought to bear upon the choice of fabrics for specific uses. Brief discussions of the opinions of hotel housekeepers concerning the selection of fabrics and how they may be expected to wear. A two-day trip is included in January to four or more manufacturing centers to observe designing, weaving, making of certain household fabrics, and methods used in preparing fabrics for the retail market.

*HOTEL HOUSEKEEPING\** (Textiles 140a). Credit one hour. Hotel elective. Open to upperclassmen.

An outline of the responsibilities and techniques of the housekeeping department; the selection and purchase of equipment and materials; the selection, training, and supervision of department personnel.

### LANGUAGE AND EXPRESSION

Of the large number of courses in composition, in public speaking, and in the literature of the English and other languages open to hotel students, only those frequently taken by them are described. Full details regarding the others are given in the *Announcement of the College of Arts and Sciences*. Six semester hours of a modern foreign language may be counted as a Hotel elective.

*INTRODUCTORY COURSE IN READING AND WRITING* (English 111-112). Throughout the year. Credit three hours a term. Required. English 111 is prerequisite to 112. Assistant Professor CRONKHITE and others.

The aim of this course is to increase the student's ability to communicate his own thought and to understand the thought of others.

*PUBLIC SPEAKING* (Speech and Drama 101). Credit three hours. Accepted for required expression. Not open to freshmen, or to students who have taken Speech and Drama 103 or 105. Professor THOMAS and STAFF.

This course is designed to help the student express his convictions clearly and effectively in oral discourse. Study of basic principles of expository and persuasive speaking with emphasis on selection, evaluation, and organization of materials, and on simplicity and directness of style and delivery. Practice in preparation and delivery of speeches on current issues, in reading aloud, and in chairmanship; study of examples; conferences.

Foreign students and others whose pronunciation of English falls below the normal standard, and students with special vocal problems, are advised to confer with Professor Thomas or Assistant Professor Albright before registering.

*ORAL AND WRITTEN EXPRESSION* (Extension Teaching 101). Credit two hours. Accepted for required expression. Open to juniors and seniors. Professor PEABODY and STAFF.

Practice in oral and written presentation of topics in agriculture, with criticism and individual appointments on the technic of public speech. Designed to encourage interest in public affairs, and, through demonstrations and the use of graphic material and other forms, to train for effective self-expression in public. Special training is given to competitors for the Eastman Prizes for Public Speaking and in the Rice Debate contest.

*ORAL AND WRITTEN EXPRESSION* (Extension Teaching 102). Credit two hours. Accepted for required expression. Prerequisite, Extension Teaching 101, of which 102 is a continuation. Professor PEABODY and assistants.

A part of the work of the course consists of a study of parliamentary practice.

*PROSE AND COMPOSITION* (English 201). Either term. Credit three hours. Prerequisite, English 111 and 112 or the equivalent.

Exposition with special attention to writing essays and reports; the paragraph; the outline; reading and analyzing expository prose; frequent practice in writing; personal conferences. Not open to those who have credit for English 203.

*INTRODUCTION TO POETRY* (English 221). Credit three hours. Open to freshmen.

Selected English and American poems. A course intended to develop the understanding and enjoyment of poetry. May not be counted in satisfaction of the requirements for a major in English.

*INTRODUCTION TO FICTION* (English 222). Either term. Credit three hours. Open to freshmen.

A course intended to develop the understanding and enjoyment of the short story and novel. May not be counted in satisfaction of the requirements for a major in English.

*FRENCH, ELEMENTARY COURSE* (French 101). Credit six hours.

*GERMAN, ELEMENTARY COURSE* (German 101). Credit six hours.

*ITALIAN, ELEMENTARY COURSE* (Italian 101). Credit six hours.

*PORTUGUESE, ELEMENTARY COURSE* (Portuguese 101). Credit six hours.

*RUSSIAN, ELEMENTARY COURSE* (Russian 101). Credit six hours.

*SPANISH, ELEMENTARY COURSE* (Spanish 101). Credit six hours.

## SECRETARIAL STUDIES

Students in the School of Hotel Administration whose initial employment may be in the role of personal secretary or administrative assistant are provided with instruction in the uses for and operation of the most modern office equipment. This instruction is open to a limited number of students from other divisions of the University, but enrollment in each course is subject to the approval of the instructor in charge.

*TYPEWRITING* (Hotel Secretarial Studies 37). Credit two hours. Hotel elective. Students should see the School registrar for sectioning. Mr. McHATTON.

The general needs of college students are met by this course in elementary typewriting. Instruction is given in the preparation of business letters, reports, menus, and statistical data.

*SHORTHAND THEORY* (Hotel Secretarial Studies 131). Credit four hours. Hotel elective. Limited to juniors and seniors. Associate Professor RECKNAGEL.

The basic theory of Gregg shorthand is completed in this course, and the groundwork is laid for dictation and transcription. Enrollment in Hotel Secretarial Studies 132 is waived if the student passes a typewriting proficiency test during the first week of the term.

*SECRETARIAL TYPEWRITING* (Hotel Secretarial Studies 132). Credit two hours. Hotel elective. Mr. McHATTON.

Touch typewriting is taught to students who do not already know the keyboard. Speed and accuracy in machine operation are developed to meet business standards. Instruction is given in the arrangement of business letters, reports, and tabulated material. Some instruction is also provided in the transcription of shorthand notes. Enrollment in Hotel Secretarial Studies 131 is required.

*SECRETARIAL PROCEDURES* (Hotel Secretarial Studies 138). Credit six hours. Hotel elective. Prerequisite, Hotel Secretarial Studies 131 and 132 or the equivalent. Associate Professor RECKNAGEL and Mr. McHATTON.

Instruction is provided in the major secretarial duties, including the composition of business letters, services for communication and transportation, office machines, and office management. Dictation and transcription speeds sufficient for the better type of secretarial position are developed.



## UNIVERSITY REQUIREMENTS IN MILITARY SCIENCE AND PHYSICAL TRAINING

**MILITARY SCIENCE** . . . All physically qualified undergraduate men who are American citizens must take military science during their first four terms. Enrollment in the basic course of military science and tactics or air science and tactics, or in the first two years of naval science, satisfies this requirement. Students transferring to Cornell from other institutions are exempt from part or all of the requirement, according to the number of terms of residence in college before transfer; and service in the armed forces in World War II also satisfies the military training obligation. Entering students who have had ROTC training in secondary or military schools are requested to bring WD AGO Form 131 — Student's Record for presentation to the Military Department at the time of registration. (See also the *Announcement of the Independent Departments*.)

Credit for courses in the Army or Air ROTC programs and credit for courses in the Regular and Contract Naval ROTC programs may be counted in the twenty-four hours of free elective courses allowed to students in the School of Hotel Administration.

In addition to the degree requirements of the School of Hotel Administration, NROTC students must complete the following requirements:

1. Twenty-four hours of Naval Science courses.
2. By the end of the sophomore year, all Regular students must have satisfactorily completed one year of college physics. (Physics is not required by the Navy for Contract students. However, it is highly desirable for Contract students to take physics if their academic schedule permits.)
3. Mathematics through plane trigonometry by the end of the sophomore year.
4. Proficiency in written and oral expression in accordance with the individual college or school standards and procedures.
5. Sufficient swimming instruction to qualify as First-Class Swimmers in accordance with Navy standards.

Prior to being commissioned, Regular NROTC students must complete three summer naval training periods of from six to eight weeks' duration. Normally these are completed during the three summers prior to graduation. However, in order to earn the required practice points in Hotel Administration, a special arrangement exists whereby Regular students take the sophomore and senior summer cruises as scheduled, but postpone the junior aviation/amphibious training until the summer after graduation. The Junior summer, therefore, can be devoted to Hotel Administration practice requirements, while additional credits can be earned during the senior summer cruise due to special training in commissary and supply matters given to Hotel Administration students. Contract students normally have no difficulty in completing Hotel Administration practice requirements as only one summer cruise is required.

**PHYSICAL TRAINING** . . . All undergraduates must pursue four terms of work, three hours a week, in physical training. This requirement must be completed in the first two years of residence; postpone-



ments are to be allowed only by consent of the University Faculty Committee on Requirements for Graduation.

Exemption from this requirement may be made by the Committee designated above, when it is recommended by the Medical Office, by the Department of Physical Education, or because of unusual conditions of age, residence, or outside responsibilities. An exemption recommended by the Department of Physical Education shall be given only to students who meet standards of physical condition established by the Department of Physical Education and approved by the Committee on Requirements for Graduation. Students who have been discharged from the armed services may be exempted.

For students entering with advanced standing, the number of terms of physical training required is to be reduced by the number of terms which the student has satisfactorily completed (whether or not physical training was included in his program) in a college of recognized standing. (See also the *Announcement of the Independent Divisions and Departments.*)

## *Student Activities*

**S**TUDENTS enrolled in the four-year course in hotel administration are members of the Cornell University undergraduate body. As such they participate in all the customary student activities; they represent the University on athletic teams, are members of the musical clubs, are cadet officers in the three Reserve Officers Training Corps, and hold office on the boards of student publications. They are eligible to membership in the social fraternities and the appropriate honorary fraternities.

Hotel students also conduct among themselves a number of special enterprises in addition to those of the University as a whole. Every student is eligible to membership in the Cornell Hotel Association. Upperclassmen who distinguish themselves in student projects win membership in Ye Hosts, the recognition organization. Ye Hosts act as a reception committee for the new students and for visiting hotelmen.

Under the auspices of the Cornell Hotel Association informal teams are organized to represent the School in intramural sports, a predominant feature of Cornell athletic activity. The Association is responsible for the annual Hotel Ezra Cornell, a project in connection with which the students organize and finance a hotel operating company, take over Statler Hall, and open and run it as a hotel with all the appropriate ceremony. They plan, prepare, and serve without assistance an elaborate "opening" dinner attended by leading hotelmen.

Each year a group of upperclass students is taken to New York City to attend the convention of the New York State Hotel Association, to visit the National Hotel Exposition, and to make a tour of inspection of metropolitan hotels. Groups also attend the Midwest Hotel Exposition in Chicago, the New England Hotel Exposition in Boston, and the New Jersey Hotel Exposition in Atlantic City. The students participate in social functions associated with the conventions. With the alumni organization, the Cornell Society of Hotelmen, they entertain at smokers the hotelmen who are attending the conventions.

A chapter of the Junior Hotelmen of America and junior chapters of the Hotel Greeters of America and the Hotel Sales Management Association International have been established in the student body.

## *Placement Service*

IN COOPERATION with the Cornell Society of Hotelmen the office of the School maintains an active and aggressive placement service to assist students in obtaining hotel jobs during the summer and to assist graduates in making contacts for permanent positions. A feature of the placement work is the development, through the annual Hotel Ezra Cornell opening, and the attendance at hotel conventions and similar functions, of numerous contacts between students and hotelmen. As a result, the students and graduates have an extensive acquaintance among prospective employers.

A number of hotel and restaurant organizations offer "internship" or "trainee" programs to the members of the junior and senior classes. While the details vary among the organizations, all the programs contemplate a year or more of training with experience in all the departments and with supplemental instruction. In some cases no commitment is made by the employer or the trainee beyond the period of training. In others, more definite arrangements are made. Cooperating organizations have included the Waldorf-Astoria, the American Hotels Corporation, the Mayflower, Hotels Statler, Inc., Stouffer Brothers, Inc., and Greenfield's.

Favored as it is by the endorsement of the American Hotel Association, the School and its work are known to all important hotelmen. Many of these men contribute instruction either directly or through members of their staffs. Consequently, Cornell hotel graduates have been well received in the industry. Many of the graduates have themselves already attained posts of sufficient importance to enable them to place some of their younger associates. All these helpful contacts and the accomplishments of the graduates have contributed to the placement record of the School.

The first Cornell hotel class was graduated in 1925 with eleven members. On June 15, 1953, there were 1,297 living graduates. The partial list below gives an indication of the types of positions held.

### HOTELS

- Alexander, W. A. '36, General Manager, Arrowhead Hotel Company, Brookings, South Dakota  
Arbogust, Mrs. Jean '29, Owner-Manager, Sawbill Lodge, Tofte, Minnesota  
Arnold, C. D. '43, Owner-Manager, Hotel Harcourt, San Francisco, California  
Baker, K. W. '29, Manager, Carlton Hotel, Washington, D.C.

- Baker, Miss V. L. '47, Resident Manager, Skytop Club, Skytop, Pennsylvania  
 Banta, J. S. '43, Resident Manager, The Colony, Delray Beach, Florida; (Summer)  
 The Colony, Kennebunkport, Maine  
 Barash, A. J., Jr. '49, Manager, Columbia Hotel, Wenatchee, Washington  
 Barns, G. R. '35, Owner, Hotel Mayflower, Lexington, Virginia  
 Batchelder, W. P. '34, Manager, Williamsburg Lodge, Williamsburg, Virginia  
 Beach, D. E. '42, Manager, The Woodstock Inn, Woodstock, Vermont  
 Behringer, G. F. '34, Vice-President, Shelter Island House, Shelter Island Heights,  
 New York  
 Benner, D. L. '34, Manager, Longfellow's Wayside Inn, South Sudbury, Massachusetts  
 Bentley, L. V. '33, Owner-Manager, Molly Pitcher Hotel, Carlisle, Pennsylvania  
 Bevier, R. H. '32, Manager, Lebanon Hotel, Chautauqua, New York  
 Binns, J. P. '28, Vice-President, Hilton Hotels Corporation, and General Manager,  
 Waldorf-Astoria, New York City  
 Birdsall, J. F. '35, General Manager, The Skyline Inn, Mt. Pocono, Pennsylvania  
 Boggs, R. H., '26, Manager, Hotel Kennewood, Elizabethtown, Pennsylvania  
 Bostrom, E. L. '37, Manager, Hotel Huron, Ypsilanti, Michigan  
 Boyer, L. M. '35, Resident Manager, Hotel Woodruff, Watertown, New York  
 Briggs, F. H. '35, Vice-President and General Manager, The Shamrock, Houston,  
 Texas  
 Bright, T. M. '27, Manager, Pershing Hotel, Atlanta, Georgia  
 Brown, C. A. '31, Manager, Nueces Hotel, Corpus Christi, Texas  
 Brush, R. M. '34, Vice-President, Sheraton Corporation of America, Boston, Mas-  
 sachusetts  
 Buddenhagen, A. E. '37, Manager, Sir Walter Hotel, Raleigh, North Carolina  
 Buthorn, W. F. '32, Owner-Manager, La Court Hotel, Grand Junction, Colorado  
 Butler, C. K. '47, Vice-President and General Manager, Hotel Schenley, Pittsburgh,  
 Pennsylvania  
 Catsellis, A. '50, Managing Director, Catsellis Hotels Ltd., Kyrenia, Cyprus  
 Clark, E. K. '37, Manager, Charleston Hotel, Lake Charles, Louisiana  
 Coats, C. C. '33, Owner-Manager, Sherwood Inn, Skaneateles, New York  
 Cole, J. W. '30, Manager, Hermitage Hotel, Nashville, Tennessee  
 Coppage, E. W. '33, Owner-Manager, Aberdeen Hotel, Longport, New Jersey  
 Crandall, J. M. '25, Manager, Pocono Manor Inn, Pocono Manor, Pennsylvania  
 Crosby, F. L. '47, Manager, Deer Lodge, Lake Louise, Alberta, Canada  
 Davis, D. M. '47, Manager, Roosevelt Hotel, Waco, Texas  
 Davis, F. H., Jr. '49, Manager, Westerner Hotel, Arcadia, California  
 Dayton, H. L. '28, Owner, President, and General Manager, Howard Dayton Hotels,  
 Daytona Beach, Florida  
 Deveau, T. C. '27, General Manager, Sheraton Mount Royal Hotel, Montreal, Quebec,  
 Canada  
 Donnelly, H. C. '47, Catering Manager, The Greenbrier, White Sulphur Springs,  
 West Virginia  
 Dwyer, W. L. '50, Proprietor, Colgate Inn, Hamilton, New York  
 Ebersol, W. R. '48, Manager, Hotel Windsor Park, Washington, D. C.  
 Edwards, I. H. '44, Manager, The Northland, Houlton, Maine  
 Egan, E. J. '43, Catering Manager, Williamsburg Inn, Williamsburg, Virginia  
 Engelhardt, C. '42, Manager, Inverurie Hotel, Paget-West, Bermuda  
 Faiella, J. P. '38, Manager, Cambridge Beaches, Somerset, Bermuda  
 Fassett, J. S., III '36, Service Department, American Hotel Association, New York  
 City  
 Fisher, K. D. '51, Manager, Hidden Valley, Gaylord, Michigan  
 Frazer, H. E. '34, Owner-Manager, Tropical Hotel, Kissimmee, Florida  
 Garvin, J. M. '49, Personnel Manager, Hotel Statler, Los Angeles, California  
 Gibbs, L. C. '26, Partner, Howard Dayton Hotels, Daytona Beach, Florida

- Gibson, A. W. Jr. '42, General Manager, Sheraton Hotel, Pittsfield, Massachusetts  
Gilman, W. E. Jr. '36, Gilman Hot Springs Hotel, Gilman Hot Springs, California  
Gilson, E. W. '42, Manager-Owner, Jefferson Hotel, Watkins Glen, New York  
Gore, J. A. '42, General Manager, Gore Hotels, Fort Lauderdale, Florida  
Gorman, W. P. '33, Manager, Hotel Sheraton, Providence, Rhode Island  
Grady, D. B. '43, Manager, Fort Sumter Hotel, Charleston, South Carolina  
Grant, D. S. '49, General Manager, Rancho Santa Fe Assoc., Rancho Santa Fe, California  
Grossinger, P. L. '36, (Winter) Manager, Grossinger Pancoast Hotel, Miami Beach, Florida; (Summer) Manager, Grossinger Hotel, Ferndale, New York  
Hahn, L. E. '33, Owner, Concord Lexington Hotel, Minneapolis, Minnesota  
Handlery, P. R. '42, Manager, Lake Merritt Hotel, Oakland, California  
Hankoff, T. B. '43, Secretary and General Manager, Monte Carlo Hotel, Miami Beach, Florida  
Heiss, R. H. '49, Manager, Hotel Floridan, Tallahassee, Florida  
Himmelman, L. P. '33, Manager, Hotel Benjamin Franklin, Seattle, Washington  
Holding, R. '32, Manager, Wellington Hotel, Albany, New York  
Holtzman, R. E. '41, Manager, Hotel Oliver, South Bend, Indiana  
Hougen, R. T. '35, Manager, Boone Tavern, Berea College, Berea, Kentucky  
Irwin, R. P. '33, President and Manager, La Valencia, La Jolla, California  
Jackson, H. S. Jr. '32, Owner, Asbury Carlton Hotel, Asbury Park, New Jersey  
Jennings, C. '25, President, Hotel Elton, Waterbury, Connecticut  
Jones, R. H. '43, Manager, Jones Hotel, Fort Wayne, Indiana  
Just, P. O. '34, Manager, Osthoff Hotel Company, Elkhart Lake, Wisconsin  
Kellogg, B. F. '40, Manager, Cadillac Hotel, Miami Beach, Florida  
Kemmtsu, K. '28, Managing Director, Pan Pacific Hotel Company Ltd., Tokyo, Japan  
Ketterer, V. M. '37, Manager, Hotel Seneca, Geneva, New York  
Kilborn, P. C. '50, Owner-Manager, Hotel Langwell, Elmira, New York  
King, F. M. Jr. '34, Owner-Operator, King's Inn, Bolton Landing-on-Lake George, New York  
Kohler, C. E. Jr. '47, Manager, Morton House, Grand Rapids, Mich.  
Kraw, R. W. '48, Assistant to President, Craig Smith Hotels, San Francisco, California  
Lee, L. H. '30, President, Lee Hotels Co., Laguna Beach, California  
Lee, W. W. Jr. '36, Resident Manager, Hotel Roosevelt, New York, New York  
Lewis, R. K. '49, Manager, Hotel Madison, Harlingen, Texas  
Lloyd, J. M. '44, Acting General Manager, The Whittier, Detroit, Michigan  
Lose, H. F. '35, Vice-President, Hotel Jayhawk, Topeka, Kansas  
Lowry, W. H. Jr. '48, Manager, Mountaineer Hotel, Williamson, North Carolina  
Luke, A. D. '36, Manager Hotel Dale, Holdrege, Nebraska  
MacNab, J. K. '38, Co-owner and Manager, Delray Beach Hotel, Delray Beach, Florida; Allaire Hotel, Spring Lake, New Jersey (Summer)  
MacNab, R. B. Jr. '37, Partner-Manager, MacNab Brothers Hotels Company, Bozeman, Montana  
Malamut, L. '49, Vice-President, Breakers Hotel, Atlantic City, New Jersey  
Marshall, T. C. '52, Manager, Dana Point Hotel, Dana Point, California  
Mayo, J. B. '41, Vice-President and Managing Director, Mayo Hotel, Tulsa, Oklahoma  
McAllister, A. J. '29, Manager, The Webster Hotel, Chicago, Illinois  
McCafferty, Miss M. M. '44, Athearn Hotel, Oshkosh, Wisconsin  
McGinn, J. P. '31, Owner-Manager, Town and Country Lodge, Phoenix, Arizona  
McNamara, P. J. '35, Manager, Warwick Hotel, Philadelphia, Pennsylvania  
Merrick, A. B. '30, Vice-President and Managing Director, Roger Smith Hotels, New York City  
Miller, R. L. '49, Resident Manager, Robideaux Hotel, St. Joseph, Missouri

- Miner, F. L. '26, House Manager, Lake Mohonk Mountain House, Mohonk Lake, New York
- Mitroff, A. P. '42, Manager, Hotel Adnabrown, Springfield, Vermont
- Moore, L. H. Jr. '44, Manager, The Rose Inn, Crossett, Arkansas
- Morris, A. E. '31, Proprietor, American Hotel, Bethlehem, Pennsylvania
- Morrison, W. P. '50, Manager, Hotel Morrison, Wayne, Nebraska
- Moser, A. C. '40, Owner-Manager, Pine Crest Inn, Pinehurst, North Carolina
- Murphy, J. J. Jr. '38, Manager, Arlington Inn, Potsdam, New York
- Murray, A. B. '48, Personnel Manager, The Greenbrier Hotel, White Sulphur Springs, West Virginia
- Neuhauser, J. B. '41, Owner-Operator, Major Pelham Hotel, Pelham, Georgia
- Newcomb, F. W. '40, Hotel, Club & Cafeteria Manager, Kimberly Clark Corporation, Niagara, Wisconsin
- Newell, J. T. Jr. '45, Manager, Hotel Washington, Greenville, Texas
- Newsom, D. W. '42, Owner, Eagle Knob Lodge, Cable, Wisconsin
- Noyes, R. S. '43, Manager, Bellerive Hotel, Kansas City, Missouri
- Ogden, J. '39, Vice-President, Hotel Wisconsin, Milwaukee, Wisconsin
- Olson, K. B. '52, Manager, Hotel Strathcona, Victoria, B. C., Canada
- Palmer, A. V. '50, Manager, Lowell Inn, Stillwater, Minnesota
- Parker, W. '51, Manager, Palmer Gulch Lodge, Hill City, South Dakota
- Parlette, B. A. '32, Owner-Manager, Sea Spray Hotel, Virginia Beach, Virginia
- Pearce, J. W. Jr. '39, Owner, The Garnet Inn, Center Harbor, New Hampshire
- Penn, J. N. '49, General Manager, Carlton House, Pittsburgh, Pennsylvania
- Perry, J. F. '30, Assistant to the President, American Hotels Corporation, New York City
- Pew, R. H. '33, Manager, The Lafayette, Portland, Maine
- Publicover, W. A., Jr. '41, Partner-Manager, Rockaway Hotel, Gloucester, Massachusetts
- Ramage, E. D. '31, President and General Manager, Hillcrest Hotel, Toledo, Ohio
- Rappaport, R. A. '49, Proprietor, The Avaloch, Lenox, Massachusetts
- Ray, F. J. '38, Manager, Ray Hotel, Dickinson, North Dakota
- Reber, J. G. '40, Manager, Hotel Touraine, Buffalo, New York
- Rinker, R. N. '52, Manager, Kauai Inn, Kauai, Territory of Hawaii
- Rogers, J. B. '38, Resident Manager, Benjamin Franklin Hotel, Philadelphia, Pennsylvania
- St. Laurent, G. C. '33, President, St. Laurent Hotels, New York City
- Sayles, C. I. '26, Manager, Star Lake Inn, Star Lake, New York
- Schmid, A. '42, Owner-Manager, Parmly Hotel, Painesville, Ohio
- Schoenbrunn, L. E. '40, Assistant to the President, Drake Hotel, Chicago, Illinois
- Seely, R. '41, Manager, Hotel Roger Smith, New York City
- Seneker, V. M. '35, General Manager, Newcomb Hotels, San Francisco, California
- Shea, J. L. '26, Proprietor, Holmewood Inn, New Canaan, Connecticut
- Shields, W. W. '33, Managing Director, Hotel Bannock, Pocatello, Idaho
- Shinnen, H. I. '34, Manager, Onawa Lodge, Mountainhome, Pennsylvania
- Smith, B. R. '39, Vice-President, Shirley-Savoy Hotel, Denver, Colorado
- Smith, J. B. '31 (Winter) Vice-President, Flamingo Hotel, Miami Beach, Florida; (Summer) President, Wentworth-by-the-Sea, Portsmouth, New Hampshire
- Smith, R., Jr. '33, Manager, Hotel Pfister, Milwaukee, Wisconsin
- Sonnabend, P. '50, Eastern Sales Manager, Affiliated Sonnabend Hotels, Boston, Massachusetts
- Strand, C. R. '43, Assistant to the Vice-President, Hilton Hotels, New York City
- Temple, J. B. P. '38, Manager, Hotel Seminole, Jacksonville, Florida
- Tiffany, B. D. '39, Catering Manager, Hotel Spokane, Spokane, Washington
- Timmerman, R. L. '31, Manager, Hotel Argonne, Lima, Ohio
- Traub, G. F. '31, Owner-Manager, The Alexander Hamilton Inn, Clinton, New York

- Trier, R. C. Jr. '32 (Winter) Owner-Manager, Villa Goodrich Hotel, Sarasota, Florida; (Summer) General Manager, Marshall House, York Harbor, Maine
- Turner, F. M. '33, Manager, Hotel Henning, Casper, Wyoming
- Turner, W. D. Jr. '49, Manager, George Vanderbilt Hotel, Asheville, North Carolina
- Tyo, Ruel '27, General Manager, Packard Hotels Co., Findlay, Ohio
- Vestal, R. B. '35, Manager, Hotel Windsor, Americus, Georgia
- Waldron, P. A. '35, President, Homestead Hall, Greenwich, Connecticut
- Walker, R. C. '43, General Manager, Feather River Inn, Blairsden, California
- Wayne, F. E. '49, Manager, Hotel Wayne, Lyons, New York
- Wegner, N. E. '27, Owner-Operator, Cactus Motor Lodge, Tucumcari, New Mexico
- Weiner, M. W. '35, (Winter) Owner-Manager, Plymouth Hotel, Miami Beach, Florida; (Summer) Owner-Manager, White Roe Lake Inn, Livingston Manor, New York
- Westfall, H. E. '34, Owner-Manager, Hotel Prince, Tunkhannock, Pennsylvania
- Whitacre, E. B. '35, Manager, Hoffman Hotel, Cresson, Pennsylvania
- Williams, H. B. '30, Vice-President and General Manager Commodore Perry Hotel Co., Toledo, Ohio
- Williams, R. W. '35, Manager, The Runely, La Porte, Indiana
- Wright, Mrs. C. '42, Co-Owner, Oake Grove Hotel, Boothbay Harbor, Maine
- Wright, E. T. '34, General Manager, The Greenbrier, White Sulphur Springs, West Virginia
- Wulf, N. W. '48, Manager, Carvel Hall, Annapolis, Maryland

## RESTAURANTS

- Alley, R. L. '43, General Manager, Surey's Inc., Houston, Texas
- Allison, N. T. '28, Manager, Stouffer's, 531 Pennsylvania Ave., Pittsburgh, Pennsylvania
- Anders, W. R. '43, Manager, Anders Cafeteria, Cleveland, Ohio
- Babcock, J. L. '36, Vice-President, Dobbs Houses Inc., Memphis, Tennessee
- Bartholomew, R. G. '41, Manager, Davis Cafeteria, Miami, Florida
- Biehler, N. G. Jr. '50, Manager, Biehler's Restaurant, Hamburg, New York
- Bilger, R. M. '40, Manager, Yodel Inn Restaurants, Baltimore, Maryland
- Blair, B. J. '33, Manager, Blair's Wilshire, Inc., Los Angeles, California
- Blankinship, W. C. '31, Manager, Stouffer's Shaker Square Restaurant, Cleveland, Ohio
- Cohn, J. H. '41, Manager, Van de Kamp's Coffee Shop, Los Angeles, California
- Copp, B. F. '29, Vice-President, Purchasing, The Stouffer Corporation, Cleveland, Ohio
- Critchlow, R. R. '40, Manager, L. S. Donaldson's Restaurant, Minneapolis, Minnesota
- Demmler, R. H. '45, Manager, Food Service, Union Supply Co., Pittsburgh, Pennsylvania
- Dunn, P. A. '37, Foods Supervisor, Army Exchange Service, Baltimore, Maryland
- Dunnack, G. B. '30, Supervisor, M and M Restaurants, Wilmington, Delaware
- Eames, D. B. '41, Food Service Consultant, David B. Eames Co., South Bend, Indiana
- Estes, D. '43, Owner, "Landfall," Woods Hole, Massachusetts
- Faber, E. C. '28, Owner, Faber's Bakeries, Buffalo, New York
- Fertitta, I. A. '39, Manager, Anthony's, Woodmere, L. I., New York
- Filsinger, M. O. '39, Branch Manager, Colonnade Company, Cleveland, Ohio
- Floros, N. P. '36, Co-Owner and Manager, "The Normandie," Ithaca, New York
- Gillette, C. J. '28, Gillette's Cafeteria, Santa Ana, California
- Gillette, K. '28, Gillette's Restaurant, Elmira, New York
- Hanzas, T. P. '50, Manager, Roxy's Restaurant, Pittsburgh, Pennsylvania
- Hart, B. M. '48, Manager-Partner, Jack Trayer's Restaurant, Bristol, Virginia



- Hazen, H. E. '42, Manager, Restaurant, The Dayton Company, Minneapolis, Minnesota
- Heilman, H. R. '39, President, Heilman's Restaurants, Lorain, Ohio
- Herb, H. G. '31, Manager, Stouffer's, 32 E. Randolph, Chicago, Illinois
- Hess, M. W. '31, Lessee-Manager, House of Orange, Springfield, Ohio
- Horn, M. L. '50, Restaurant Manager, Mayfair Farms, West Orange, New Jersey
- Howard, K. E. '31, Assistant Director, Bureau of School Lunches, Board of Education of the City of New York, Brooklyn, New York
- Kellogg, C. F. Jr. '38, Catering Manager, Blue Swan Mills, Sayre, Pennsylvania
- Kramer, H. W. '38, Manager, Kramer's Restaurant, Pittsburgh, Pennsylvania
- Lewis, R. W. '30, Partner, Sam's Restaurant, Hackensack, New Jersey
- Linz, M. '43, Manager, Lobster Restaurant, New York City
- Mather, R. W. '48, Restaurant Manager, Joske's Department Store, San Antonio, Texas
- McLamore, J. W. '47, Owner-Manager, Brickell Bridge Restaurant, Miami, Florida
- Merwin, E. O. '36, Food Manager, Bloomingdale's Department Store, New York City
- Moran, H. A. '40, Owner, Henry Moran's, Syracuse, New York
- Mosso, C. G. '32, Manager, Davis Cafeterias, Miami, Florida
- Muth, J. C. '42, Restaurant Manager, Hot Shoppes, Inc., Washington, D. C.
- Natunen, E. O. '37, Hot Shoppes Caterers Inc., Newark Airport, Newark, New Jersey
- Niel, R. M. Jr. '48, Lessee, Fish 'N' Skillet Restaurant, Clearwater, Florida
- Phelps, S. N. '39, Manager, Dining Car Service, Traffic Department, Pennsylvania Railroad, New York City
- Reagan, R. A., Jr. '38, Manager, Country Inn, Cleveland, Ohio
- Reyelt, H. G. '39, President, Williamson and Reyelt, New Rochelle, New York
- Reynolds, E. S. '47, Vice President & General Manager, Thompson Spas Restaurants, Boston, Massachusetts
- Satterthwait, C. S. Jr. '43, Director, Cafeteria Division, Brock & Co., Inc., Philadelphia, Pennsylvania
- Scott, L. N. '39, Manager, Wool-Scott Bakery, Ithaca, New York
- Sorensen, F. C. '35, Food Supervisor, Army Exchange Service, Camp Carson, Colorado
- Steenberg, R. W. '29, Manager, Restaurant Division, Marshall Fields, Chicago, Illinois
- Taft, Mrs. Mary Wickes '26, Coordinator of Lunchrooms, Hillsborough County Schools, Tampa, Florida
- Taylor, E. J. '37, Owner-Manager, The Dutch Cupboard, Downingtown, Pennsylvania
- Terrell, B. W. '42, Cafeteria Manager, Pratt and Whitney Aircraft, Hartford, Connecticut
- Terwilliger, E. '28, Stouffer's, 1365 Euclid Avenue, Cleveland, Ohio
- Timmerman, R. L. '31, Owner-Manager, Congress Restaurant, Lima, Ohio
- Vinnicombe, E. J. Jr. '33, Vice-President, McCormick and Co., Inc., Baltimore, Maryland
- Whitehill, R. K. '39, Restaurant Manager, Famous Barr Department Store, St. Louis, Missouri
- Whiteman, K. I. '41, Manager, Hob Tea Room, Wilmington, Delaware
- Whitney, R. W. '49, Food Service Manager, Rhodes Department Store, Seattle, Washington
- Wladis, A. N. '39, Manager, Oriole Cafeterias, Baltimore, Maryland
- Wotiz, M. H. Jr. '34, General Manager, Wotiz Meat, Newark, New Jersey

#### INDUSTRIAL FEEDING

- Batt, J. A. '43, Supervisor, Industrial Food Operations Inc., Buffalo, New York
- Brown, R. W. '49, Assistant Operators Quarters Supervisor, New Jersey Bell Telephone Co., Newark, New Jersey



- Bullock, J. A. '32, Manager, Commissary Division, Prudential Insurance Company, Newark, New Jersey
- Clark, J. M. '41, Steward in charge of New Commissaries, Creole Petroleum Corporation, Carepita, Estado Monages, Venezuela
- Clement, C. A. '28, Cafeteria Manager, DuPont de Nemours, Wilmington, Delaware
- Flickinger, R. D. '47, Co-Owner, Industrial Food Operations Inc., Buffalo, New York
- Gibson, P. B. '43, Assistant to the President, Cease Commissary Service, Inc., Dunkirk, New York
- Hines, G. H. '42, Ralph L. Blaikie Industrial Feeding Institute, New York City
- Kayser, J. G. '44, Operators' Quarters Supervisor, New Jersey Bell Telephone Company, Newark, New Jersey
- Mayer, H. M. '39, Vice President and Chicago Plant Manager, Oscar Mayer Company, Chicago, Illinois
- McColl, W. C. Jr., '40, Manager, Industrial Cafeteria, Thompson Products, Cleveland, Ohio
- McCormick, J. W. '50, Manager, Cafeteria, Schaefer Brewery, Brooklyn, New York
- Montague, H. A. '34, President, Fred B. Prophet Co., Detroit, Michigan
- Rockey, J. A. '39, Cafeteria Manager, Travelers Insurance Company, Hartford, Connecticut
- Sabella, K. S. '50, Manager, Industrial Food Crafts, Mutual Life Insurance Company, Hartford, Connecticut
- Smith, M. C. '32, Assistant to the President, Slater Foods, Philadelphia, Pennsylvania
- Vanderslice, J. A. '43, Assistant to Cafeteria Director in Charge of New Business, Brock & Co., Philadelphia, Pennsylvania

## CLUBS

- Adams, R. M. '50, Manager, Omaha Field Club, Omaha, Nebraska
- Arnold, D. C. '52, Manager, Mentor Harbor Yacht Club, Mentor Harbor, Ohio
- Baker, J. H. '52, Manager, Carteret Club, Trenton, New Jersey
- Barbour, H. O. '48, Manager, Houston Club, Houston, Texas
- Blaisdell, R. H. '38, Manager, Morey's, New Haven, Connecticut
- Buell, R. F. '39, Manager, Binghamton Country Club, Johnson City, New York
- Burns, T. C. '36, Manager, Greensburg Country Club, Greensburg, Pennsylvania
- Cary, M. R. '50, Manager, Pennhills Country Club, Bradford, Pennsylvania
- Casey, B. M. '49, Manager, Omaha Country Club, Omaha, Nebraska
- Chamberlain, J. B. '39, Manager, Elks Club, Lafayette, Indiana
- Clist, W. M. '45, Manager, North Shore Golf Club, Neenah, Wisconsin
- Cobb, G. H. '41, Manager, Oak Hill Country Club, Rochester 10, New York
- Conner, J. W. '40, Manager, Statler Club, Cornell University, Ithaca, New York
- Fountain, C. O. '48, Manager, Officers Club, Patrick Air Force Base, Cocoa, Florida
- Fry, A. G. '38, Manager, Menlo Circus Club, Atherton, California
- Gillette, P. E. '49, Manager, North Jersey Country Club, Paterson, New Jersey
- Graham, R. C. '51, Manager, Moonbrook Country Club, Jamestown, New York
- Harris, J. R., '49, Manager, Oakmont Country Club, Oakmont, Pennsylvania
- Haynes, C. E. '44, Manager, Country Club of Decatur, Decatur, Illinois
- Huber, H. L. '39, Manager, North Shore County Club, Glen Head, L.I., New York
- Jewett, H. M. '40, Manager, The Apawamis Club, Rye, New York
- Johnston, R. T. '50, Manager, Warwick Country Club, Warwick, Rhode Island
- Knipe, J. R. '31, Manager, Philadelphia Cricket Club, Philadelphia, Pennsylvania
- Kosakowski, J. E. '48, Manager, Brookside Country Club, Canton, Ohio
- Lafey, C. W. '40, Manager, Commissioned Officers Club, Philadelphia Navy Yard, Philadelphia, Pennsylvania
- Lamond, W. W. '38, Manager, Commonwealth Club, Richmond, Virginia
- Lockwood, L. C. '47, Manager, Emerywood Country Club, High Point, North Carolina

- Lucha, A. M. '35, General Manager, Wilmington Country Club, Wilmington, Delaware
- Lyon, E. '38, Manager, Elmira Country Club, Elmira, New York
- MacDonald, U. A. '38, Manager, Detroit Boat Club, Detroit, Michigan
- Masterson, D. H. '52, Manager, The Patterson Club, Westport, Connecticut
- Middleton, J. C. '36, Manager, Mohawk Golf Club, Schenectady, New York
- Moon, H. V. '30, Manager, Charlotte Country Club, Charlotte, North Carolina
- O'Brien, R. W., Jr. '49, Manager, Brookfield Country Club, Clarence, New York
- Olsen, E. L. '36, Manager, The Indiana Club, South Bend, Indiana
- Powers, M. A. '49, Manager, Amrita Club, Poughkeepsie, New York
- Redington, R. E. '32, Manager, Indianapolis Athletic Club, Indianapolis, Indiana
- Satterthwait, W. J., Jr. '43, Manager, Quinnipiac Club, New Haven, Connecticut
- Saurman, I. C. '38, Manager, Fort Wayne Country Club, Fort Wayne, Indiana
- Sullivan, E. T. '49, Manager, Rockland Country Club, Sparkill, New York
- Ten Broeck, D. L. '37, Manager, Yorich Club, Lowell, Massachusetts
- Tewey, J. '49, Manager, Elmira City Club, Elmira, New York
- Tower, H. E. '47, Manager, Syracuse University Club, Syracuse, New York
- Upchurch, W. W. Jr., '49, Manager, Midland Country Club, Midland, Michigan
- Wallace, C. C. '49, Manager, Harvard Club, Boston, Massachusetts
- Wallen, R. K. '50, Manager, Glen Ridge Country Club, Glen Ridge, New Jersey
- Wannop, H. W. '42 and J. W. '42, Co-Managers, Wianno Club, Wianno, Massachusetts
- Weir, A. J. '49, Manager, Niagara Falls Country Club, Niagara Falls, New York
- Welt, H. E. '34, General Manager, Old Pueblo Club, Tucson, Arizona
- Willard, P. N. '42, Manager, Alamance Country Club, Burlington, North Carolina
- Willis, F. S. '50, Manager, Williamsport Country Club, Williamsport, Pennsylvania

#### HOSPITALS

- Badger, C. R. E. '49, J. C. Blair Memorial Hospital, Huntingdon, Pennsylvania
- Bowen, O. M. '40, Assistant Superintendent, Allentown Hospital Association, Allentown, Pennsylvania
- Caddy, E. R. '33, Administrator, Westmoreland Hospital Association, Greensburg, Pennsylvania
- Colby, J. W. '48, Arnot-Ogden Hospital, Elmira, New York
- Corwin, C. D. '35, Treasurer, Clifton Spring Sanitarium, Clifton Springs, New York
- Gable, H. L. '36, Administrator, Tipton County Memorial Hospital, Tipton, Indiana
- Johnson, W. C. '44, Assistant to the Executive Secretary, Cleveland Hospital Council, Cleveland, Ohio
- Jorgensen, E. L. '48, Personnel Manager, Kahler Corporation, Rochester, Minnesota
- Kincade, D. A. '49, Administrative Assistant, North Shore Hospital, Great Neck, L.I., New York
- Ludewig, V. F. '34, Superintendent, George Washington University Hospital, Washington, D.C.
- Merwin, R. M. '42, Business Administrator, Silver Hill, New Canaan, Connecticut
- Richman, E. L. '47, Administrator, Manhattan General Annex Hospital, New York City
- Vanderwarker, R. D. '33, Director, Memorial Center for Cancer and Allied Diseases, New York City
- Watson, R. Jr. '48, Vice President and Assistant General Manager, Kahler Corporation, Rochester, Minnesota

#### DORMITORIES AND UNIONS

- Adams, B. B. '37, Manager, East Campus Dining Halls, Florida State University, Tallahassee, Florida

- Andrae, R. '42, Food Manager, Student Union, Oklahoma A. & M. College, Stillwater, Oklahoma
- Cope, H. C. '41, Manager, Residential Halls, Earlham College, Richmond, Indiana
- Dalla, F. C. '49, Dining Room Manager, Medical & Graduate School, University of Illinois, Chicago, Illinois
- Davis, W. N. '31, Supervisor of Dining Halls, Brown University, Providence, Rhode Island
- Fauerbach, G. '35, Manager, City College Cafeterias and Dining Rooms, City College of New York, New York City
- Hannum, P. C. '33, Supervisor, Residence Halls, University of California at Los Angeles, Los Angeles, California
- Harrington, R. C. '50, Food Service Manager, University of Santa Clara, Santa Clara, California
- Kersey, R. L. '49, Assistant Director, Stephens Union, University of California, Berkeley, California
- King, H. P. '47, Director of Food Service, David Lipscomb College, Nashville, Tennessee
- Koehler, R. C. '48, Director of Dormitories, Oregon State College, Corvallis, Oregon
- Kulp, R. R. '45, Manager, Student Union, State Teachers College, Oswego, New York
- Miller, W. H. Jr. '38, Director of Dining Halls, Virginia Polytechnic Institute, Blacksburg, Virginia
- Minah, T. W. '32, Director of Dining Halls, Duke University, Durham, North Carolina
- Pederson, O. W. '52, Director of Food Service, Kent State University, Kent, Ohio
- Price, E. T. '47, Supervisor of Residential Halls and Housing, Agricultural College, University of California, Davis, California
- Shaw, L. J. '48, Assistant Steward, Student Union, Colgate University, Hamilton, New York
- Shaw, M. R. '34, Manager, Residential Halls, Cornell University, Ithaca, New York
- Summers, R. A. '41, Food Service Director, Middlebury College, Middlebury, Vermont
- Van der Meid, Robert, Director of Dormitories, University of Kansas, Lawrence, Kansas
- Webster, E. R., '37, Foods Supervisor, Residence Hall X, Purdue University, W. Lafayette, Indiana
- Whiting, E. A. '29, Assistant Director, Willard Straight Hall, Cornell University, Ithaca, New York

## AIR LINES

- Babcock, J. J., Jr. '36, Vice President, Airline Catering, Dobbs House, Memphis, Tennessee
- Bollman, C. F. '41, Supervisor of Dining Service, United Airlines, Chicago, Illinois
- Droz, A. W. '40, Commissary Department, Latin American Division, Pan American World Airways, Miami, Florida
- Frees, David M. '48, Port Steward, Pan American World Airways, San Francisco, California
- Kersey, J. R. '40, District Passenger Service Manager, United Air Lines, Chicago, Illinois
- McCrary, F. J. '39, Ground Service Superintendent, Pacific-Alaska Division, Pan American Airways, Mills Field, San Francisco, California
- McDonough, J. J. '44, Chief of Dining Service, United Air Lines, S. San Francisco, California
- Nixon, G. '49, Chief of Dining Service, United Air Lines, Chicago, Illinois
- Parrott, P. G. '41, Flight Service Supervisor, Pan American Airways, New York City

# Admission

ADMISSION to the School of Hotel Administration is granted in September and in February to the prospective student who meets:

- A. The regular academic entrance requirements, and
- B. The requirements in personal qualifications.

## A. ACADEMIC REQUIREMENTS

The applicant must have completed a secondary-school course and must offer sixteen units of entrance credit including English, four units, and mathematics, two units. The remaining units are to be selected from the following list. The figures in parentheses following each subject indicate its value in entrance units and show the minimum and the maximum amount of credit allowed in the subject.

ENGLISH, 4 YEARS (required of all entering students).....4

FOREIGN LANGUAGES (modern and ancient)

French .....	1-4	Spanish .....	1-4
German .....	1-4	Greek .....	1-3
Hebrew .....	1-3	Latin .....	1-4
Italian .....	1-3		

*(It is desirable to present at least two years of a foreign language for entrance credit, although credit will be granted for a single year of study in not more than two languages.)*

### MATHEMATICS

Elementary Algebra .....	1	Plane Geometry .....	1
Intermediate Algebra .....	1	Solid Geometry .....	1/2
Advanced Algebra .....	1/2	Plane Trigonometry .....	1/2

### SCIENCES

Biology .....	1	General Science .....	1
Botany .....	1/2-1	Physical Geography .....	1/2-1
Chemistry .....	1	Physics .....	1
Earth Science .....	1/2-1	Zoology .....	1/2-1

*(If a unit in biology is offered, a half-unit in botany and a half-unit in zoology may not also be counted.)*

SOCIAL STUDIES, including history (each course).....1/2-1

### VOCATIONAL SUBJECTS

Agriculture .....	1/2-1	Industrial Arts .....	1/2-1
Bookkeeping .....	1/2-1	Electives — any high school subject	
Drawing .....	1/2-1	or subjects not already used and	
Home Economics .....	1/2-1	acceptable to the University....	1/2-2

A candidate may obtain credit in the subjects he wishes to present for admission in one or more ways, as follows:

1. By presenting an acceptable school certificate.  
High-school and other preparatory work is appraised by the Director of Admissions. Credentials should be sent to him at Edmund Ezra Day Hall, Cornell University, Ithaca, New York.
2. By passing, in the required subjects, the examinations of the College Entrance Examination Board.
3. By passing the necessary Regents examinations.

Since students enroll for the work in hotel administration at Cornell University from all parts of the United States and from other countries, and since the subjects of study available to students in the high schools vary from section to section, the prospective student is allowed wide freedom in the choice of his high-school subjects. Only English, obviously valuable, and the minimum mathematics necessary for the important required sequence of courses in engineering are specified. Students and vocational advisers should not, however, be misled by this freedom. The curriculum in hotel administration includes a number of rigorous courses in accounting, science, and engineering, and, while the committee on admissions gives due weight to the more personal factors, it insists, for the protection of the prospective student, on evidence of good scholastic ability — ability to carry an exacting college program.

For those students who attend the larger schools with a wealth of offerings, some suggestions as to choice of studies may be welcome. The committee believes that a sequence of study of at least three years of a foreign language is likely to be useful to the hotelman or restaurateur and that its completion is an evidence of scholastic ability. Two years of a language are of much less value than three.

A three- or four-year sequence in mathematics is also evidence of good workmanship. Trigonometry is useful in the engineering courses. Of the sciences, physics, as an additional foundation for the engineering, and chemistry are preferred. Some history should be included.

In the selection of a preparatory course, consideration should be given to the student's interests and the school's facilities. It may be, nevertheless, that the following *suggested* preparatory program will be helpful to the adviser, the parent, and the student.

English, four units	the student and the facilities of the school.
Foreign language, three units	
French, German, Spanish, or Latin	Science, two units
Mathematics, three units	Physics (helpful in the engineering);
Elementary Algebra, Intermediate Algebra, and Plane Geometry. Also, if possible, Trigonometry, Advanced Algebra, or Solid Geometry	Chemistry (helpful with foods work);
History, at least one unit	General Science; Biology (helpful with foods work)
Chosen according to the interest of	Electives, enough units to make the total sixteen.

## B. PERSONAL REQUIREMENTS

As more applicants can meet the academic requirements stated under A than can be accommodated, the faculty attempts to choose through a Committee on Admissions (whose decisions are final) those likely to profit most by the instruction offered. The Committee asks that each prospective student arrange an interview with a representative of the school and that each prospective student take the Scholastic Aptitude Test given by the College Entrance Examination Board. Applicants are required to furnish three pictures, passport size, at the time of the interview if pictures were not forwarded with the formal application.

The interviews are best held in Ithaca. However, to meet the convenience of the large number of prospective students who reside at some distance from the University, an interview team goes to Chicago each year at the time of the Mid-West Hotel Exposition, to Boston at the time of the New England Hotel Exposition, and to Cleveland, New York, Philadelphia, and Washington during March and April. To meet the needs of those in the western and southern states and abroad, arrangements have been made with graduates and others active in the hotel and restaurant business in most of the principal cities of the world to serve as interviewers. The prospective student should inform the School of his choice of time and place for his interview.

The Scholastic Aptitude Test is given by the College Entrance Examination Board at points all over the country and at the larger cities abroad. It is given about five times a year, and the prospective student should plan to take the test in December or January or else in March. Detailed information regarding the places of examination and the exact dates can be obtained by writing to the College Entrance Examination Board at Box 592, Princeton, New Jersey. Prospective students residing in the Rocky Mountain states or farther west should address the Board at Box 9896, Los Feliz Station, Los Angeles 27, California. Admission to the Scholastic Aptitude Test is by prior arrangement only. Application for admission should be filed directly with the Board. To avoid a late application fee it should be made not later than three weeks in advance of the date of the examination.

The procedures involved in securing admission may appear somewhat involved. They are designed, however, to protect the prospective student. Only those are admitted who seem likely to be able to carry a rigorous college program and who seem likely later to be successful in the industry. The risk of future failure or disappointment is thus reduced to a minimum. To provide ample time for all the arrangements, the formal application for admission should be filed before March 1 for students planning to enter in September. Students planning to enter the spring term in February should file formal application by December 1.

Every candidate for matriculation must submit to the Director of Admissions a satisfactory certificate of vaccination against smallpox, preferably not later than August 1 if he is to be admitted in September, or not later than January 1 if he is to be admitted in February. It will be accepted as satisfactory only if it certifies that within the last five years a successful vaccination has been performed or three unsuccessful attempts at vaccination have been made.

### ADVANCED STANDING

With the approval of the Committee on Admissions students may be admitted to the School with advanced standing from other institutions of collegiate grade. To such students credit will ordinarily be given, against the specific degree requirements, for those courses for which substantially equivalent work has been done. For that portion of the student's work not applicable to the specific requirements credit up to twenty-four hours will ordinarily be given against the requirement of one hundred and twenty hours. The total of transfer credit allowed may not exceed sixty semester hours. Such students will be held, in common with the others, for the completion of the hotel-practice requirement before the last term of residence. Such students are expected to take the Scholastic Aptitude Test and to present themselves for interviews. Formal applications for admission should be filed before March 1 with the Director of Admissions, Edmund Ezra Day Hall, Cornell University, Ithaca, New York.

### COLLEGE GRADUATES

A number of college graduates looking forward to executive positions in the hotel field have found it possible to arrange attractive one-year or two-year programs of study in the specific hotel courses. When approved by the Committee on Admissions, such students enter as undergraduates with advanced standing, and their schedules are specifically arranged to fit the individual's preparation and aims. The amount of time necessary to meet the degree requirements varies with the student's previous study and hotel experience but should ordinarily not exceed four or five semesters. Those not interested in the second degree can cover a substantial and worthwhile amount of hotel subject matter in an intensive one-year course. But students planning a one-year program are cautioned that with the current heavy demand for the limited-capacity laboratory courses a delay of a semester or two is not unusual in securing admission to advanced laboratory courses. College students planning to study hotel administration after graduation should seek hotel experience during the summer months and are advised to consult the School of Hotel Administration regarding their undergraduate programs.



To provide the Committee on Admissions with homogeneous data for all prospective students, college graduates, in common with all other applicants, are asked to take the Scholastic Aptitude Test and to present themselves for interviews.

### FOREIGN STUDENTS

Students from foreign countries who present satisfactory evidence of adequate capacity and training may be admitted to the School. If their previous education does not conform, point by point, to that required of the native student, they may, in some cases, be admitted as special students, not candidates for the degree. If their work is satisfactory, they may apply for regular status as degree candidates.

Prospective students whose native language is not English will not be required to take the Scholastic Aptitude Test. All prospective students, wherever they may be located, however, are required to arrange for an interview.

# Requirements for Graduation

STUDENTS regularly enrolled in the courses in hotel administration are candidates for the degree of Bachelor of Science.

The requirements are the completion, with a general average grade of seventy, of one hundred and twenty credit hours, required and elective, as set forth below; the completion, before the last term of residence, of sixty points of hotel-practice credit as defined on page 54; and the completion, during the first four terms of residence of the University requirements in military science and tactics (page 28) and physical training (page 28).

<i>Specifically Required</i>	<i>Semester Hours</i>
Hotel Accounting: 81, 82, 181, 182.....	16
Hotel Administration: 100, 114, 171 .....	8
Hotel Engineering: 260 plus twelve additional hours .....	15
Foods: Food and Nutrition 120 and 220; Institution Management 200 <sup>1</sup> ; Hotel Administration 206, 214, and 215 .....	22
Economics: 105, 106 plus three additional hours .....	9
English: 111, 112 .....	6
Speech and Drama 101 <sup>2</sup> .....	3
Total Specifically Required .....	79
Hotel Electives .....	17
Free Electives .....	24
Total Semester Hours Required for Graduation .....	120

A suggested program of courses arranged by years appears on pages 47 to 51. The specifically required courses there indicated account for seventy-nine of the total of one hundred and twenty hours. From the list of hotel electives (page 49) some combination of courses, the credit for which totals at least seventeen hours, is also to be taken. The remaining twenty-four hours may be earned in courses chosen at will, with the approval of the adviser, from courses offered by any college of the University, provided only that the customary requirements for admission to the courses chosen are met.

<sup>1</sup>Hotel Administration 201 or Institution Management 210 may be substituted for Institution Management 200, satisfying thereby in addition one hour of hotel electives.

<sup>2</sup>Extension Teaching 101-102 may be substituted for Speech and Drama 101, satisfying thereby in addition one hour of hotel electives.

Students in the School of Hotel Administration who plan to attend summer school at Cornell or elsewhere and Cornell students who propose to attend any other university with the expectation that credit thus earned might be counted toward the Cornell degree in hotel administration, should obtain the approval of the School in advance. Credit will not be allowed otherwise.

Credit earned in the courses in military science and tactics or naval science, required of all physically fit men students, except certain classes of veterans, may be counted in the twenty-four hour group of free electives. Both men and women students are required by the University faculty to take courses in physical education, but no credit against the academic degree requirement is allowed for these courses.

# Curriculum\*

(A typical arrangement of the required courses, year by year)

## THE FRESHMAN YEAR

### *Specifically Required*

	<i>Semester Hours</i>
Orientation ( <i>Hotel Administration</i> 100) .....	2
Accounting ( <i>Hotel Accounting</i> 81 and 82) .....	8
Introductory Course in Reading and Writing ( <i>English</i> 111 and 112) .....	6
Psychology for Students in Hotel Administration ( <i>Hotel Administration</i> 114) ....	3
Food Preparation ( <i>Food and Nutrition</i> 120 and 220) .....	6
Mechanical Drawing ( <i>Hotel Engineering</i> 260) .....	3
	<hr/> 28

### *Suggested Electives*

Lectures on Hotel Management ( <i>Hotel Administration</i> 155)† .....	1
Typewriting ( <i>Hotel Secretarial Studies</i> 37)† .....	2
French, Spanish, or other modern languages, according to preparation† .....	6

## THE SOPHOMORE YEAR

### *Specifically Required*

Hotel Accounting ( <i>Hotel Accounting</i> 181 and 182) .....	8
Chemistry and Its Application to Food Preparation ( <i>Hotel Administration</i> 214-215) .....	10
Elective courses in hotel engineering‡ .....	6
An elective course in expression: .....	3
Public Speaking ( <i>Speech and Drama</i> 101)	
Oral and Written Expression ( <i>Extension Teaching</i> 101-102)	
	<hr/> 27

### *Suggested Electives*

Lectures on Hotel Management ( <i>Hotel Administration</i> 155)† .....	1
Personnel Administration ( <i>Hotel Administration</i> 119)† .....	3
Business Writing ( <i>Hotel Administration</i> 238)† .....	3
Food and Beverage Control ( <i>Hotel Accounting</i> 184)† .....	3
Accounting Machines in Hotels ( <i>Hotel Accounting</i> 288)† .....	1
French, Spanish, or other modern languages, according to preparation† .....	6

\*This arrangement is offered for illustration. Variations of it are acceptable provided only that the requirements for the degree as set forth on pages 45-46 are met. The courses mentioned are described in detail on pages 11-27.

†Hotel elective. Seventeen semester hours of courses so marked are to be taken.

‡The requirement in elective hotel engineering may be satisfied by any of the elective courses offered by the Department of Hotel Engineering and described on pages 20 and 21.

## THE JUNIOR YEAR

*Specifically Required*

Modern Economic Society ( <i>Economics</i> 105-106) .....	6
Quantity Food Preparation: Elementary Course ( <i>Institution Management</i> 200)...	3
Meats, Fish, and Poultry ( <i>Hotel Administration</i> 206) .....	3
Law of Business ( <i>Hotel Administration</i> 171) .....	3
Elective courses in hotel engineering† .....	6

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*Suggested Electives*

Lectures on Hotel Management ( <i>Hotel Administration</i> 155)† .....	1
Resort Management ( <i>Hotel Administration</i> 113)† .....	2
Personnel Administration ( <i>Hotel Administration</i> 119)† .....	3
Seminar in Personnel Administration ( <i>Hotel Administration</i> 219)† .....	3
Law as Related to Innkeeping ( <i>Hotel Administration</i> 172)† .....	2
Law of Business: Contracts, Bailments, and Agency ( <i>Hotel Administration</i> 272)† .....	2
Law of Business: Partnerships and Corporations ( <i>Hotel Administration</i> 274)† .....	2
Business Writing ( <i>Hotel Administration</i> 238)† .....	3
Hotel Public Relations ( <i>Hotel Administration</i> 176)† .....	1
Hotel Promotion ( <i>Hotel Administration</i> 178)† .....	1
Hotel Advertising ( <i>Hotel Administration</i> 179)† .....	1
Auditing ( <i>Hotel Accounting</i> 183)† .....	3
Food and Beverage Control ( <i>Hotel Accounting</i> 184)† .....	3
Hotel Accounting Problems ( <i>Hotel Accounting</i> 185)† .....	2
Interpretation of Hotel Financial Statements ( <i>Hotel Accounting</i> 186)† .....	2
General Survey of Real Estate ( <i>Hotel Administration</i> 191)† .....	2
Fire and Inland Marine Insurance ( <i>Hotel Administration</i> 196)† .....	3
Liability, Compensation, and Casualty Insurance ( <i>Hotel Administration</i> 197)† .....	3
Quantity Food Preparation: Principles and Methods ( <i>Institution Management</i> 210)† .....	4
Catering and Advanced Quantity Food Preparation ( <i>Institution Management</i> 310)† .....	3
Food Selection and Purchase ( <i>Institution Management</i> 220)† .....	3
Hotel Stewarding ( <i>Hotel Administration</i> 118)† .....	3
Hotel Cuisine ( <i>Hotel Administration</i> 202)† .....	2
Smorgasbord ( <i>Hotel Administration</i> 203)† .....	2
Wines ( <i>Hotel Administration</i> 125)† .....	1
Post-Harvest Handling of Vegetable Crops ( <i>Vegetable Crops</i> 12)† .....	3
Economic Fruits of the World ( <i>Pomology</i> 121)† .....	3

†Hotel elective. Seventeen hours of courses so marked are to be taken.

‡The requirement in elective hotel engineering may be satisfied by any of the elective courses offered by the Department of Hotel Engineering and described on pages 20 and 21.

## THE SENIOR YEAR

*Specifically Required*Semester  
Hours

An elective course in economics§	3
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*Suggested Electives*

Lectures on Hotel Management ( <i>Hotel Administration</i> 155)†	1
Personnel Administration ( <i>Hotel Administration</i> 119)†	3
Human Relations ( <i>Hotel Administration</i> 217)†	2
Supervisory Training in Hotels ( <i>Hotel Administration</i> 218)†	2
Seminar in Personnel Administration ( <i>Hotel Administration</i> 219)†	3
Business Writing ( <i>Hotel Administration</i> 238)†	3
Law as Related to Innkeeping ( <i>Hotel Administration</i> 172)†	2
Law of Business: Contracts, Bailments, and Agency ( <i>Hotel Administration</i> 272)†	2
Law of Business: Partnerships and Corporations ( <i>Hotel Administration</i> 274)†	2
Hotel Public Relations ( <i>Hotel Administration</i> 176)†	1
Hotel Promotion ( <i>Hotel Administration</i> 178)†	1
Hotel Advertising ( <i>Hotel Administration</i> 179)†	1
Auditing ( <i>Hotel Accounting</i> 183)†	3
Food and Beverage Control ( <i>Hotel Accounting</i> 184)†	3
Hotel Accounting Problems ( <i>Hotel Accounting</i> 185)†	2
Interpretation of Hotel Financial Statements ( <i>Hotel Accounting</i> 186)†	2
General Survey of Real Estate ( <i>Hotel Administration</i> 191)†	2
Fire and Inland Marine Insurance ( <i>Hotel Administration</i> 196)†	3
Liability, Compensation, and Casualty Insurance ( <i>Hotel Administration</i> 197)†	3
Catering and Advanced Quantity Food Preparation ( <i>Institution Management</i> 310)†	3
Food Selection and Purchase ( <i>Institution Management</i> 220)†	3
Hotel Stewarding ( <i>Hotel Administration</i> 118)†	3
Hotel Cuisine ( <i>Hotel Administration</i> 202)†	2
Smorgasbord ( <i>Hotel Administration</i> 203)†	2
Wines ( <i>Hotel Administration</i> 125)†	1
Post-Harvest Handling of Vegetable Crops ( <i>Vegetable Crops</i> 12)†	3
Economic Fruits of the World ( <i>Pomology</i> 121)†	3
Prices ( <i>Agricultural Economics</i> 115)	3
Taxation ( <i>Agricultural Economics</i> 138)	3
Private Enterprise and Public Policy ( <i>Economics</i> 321)	3
Economics of Wages and Employment ( <i>Industrial and Labor Relation</i> 340)	3
Development of the American Economy and Business Enterprise ( <i>Business and Public Administration</i> 120)	3
Recent Economic and Business Changes ( <i>Business and Public Administration</i> 121)	3
Transportation ( <i>Business and Public Administration</i> 180)	3

## HOTEL ELECTIVES

Auditing ( <i>Hotel Accounting</i> 183)	3
Food and Beverage Control ( <i>Hotel Accounting</i> 184)	3
Hotel Accounting Problems ( <i>Hotel Accounting</i> 185)	2
Interpretation of Hotel Financial Statements ( <i>Hotel Accounting</i> 186)	2
Front Office Procedure ( <i>Hotel Accounting</i> 188)	1
Problems in Hotel Analysis ( <i>Hotel Accounting</i> 189)	2

§The requirement in elective economics may be satisfied by Agricultural Economics 115 or 138, or by any course in economics beyond Economics 105-106 listed.

†Hotel elective. Seventeen semester hours of courses so marked are to be taken.

Internal Control ( <i>Hotel Accounting</i> 286) .....	2
Accounting Machines in Hotels ( <i>Hotel Accounting</i> 288) .....	1
Lectures on Hotel Management ( <i>Hotel Administration</i> 155) .....	1
Personnel Administration ( <i>Hotel Administration</i> 119) .....	3
Research and Techniques in Personnel Administration ( <i>Hotel Administration</i> 216) .....	3
Human Relations ( <i>Hotel Administration</i> 217) .....	2
Supervisory Training in Hotels ( <i>Hotel Administration</i> 218) .....	2
Seminar in Personnel Administration ( <i>Hotel Administration</i> 219) .....	3
Business Writing ( <i>Hotel Administration</i> 238) .....	3
Seminar in Hotel Administration ( <i>Hotel Administration</i> 153) .....	2, 3, or 4
Tourism ( <i>Hotel Administration</i> 56) .....	1
Law as Related to Innkeeping ( <i>Hotel Administration</i> 172) .....	2
Law of Business: Contracts, Bailments, and Agency ( <i>Hotel Administration</i> 272) ..	2
Law of Business: Partnerships and Corporations ( <i>Hotel Administration</i> 274) ....	2
Resort Management ( <i>Hotel Administration</i> 113) .....	2
Hotel Public Relations ( <i>Hotel Administration</i> 176) .....	1
Hotel Promotion ( <i>Hotel Administration</i> 178) .....	1
Hotel Advertising ( <i>Hotel Administration</i> 179) .....	1
Sales Promotion ( <i>Hotel Administration</i> 278) .....	1
General Survey of Real Estate ( <i>Hotel Administration</i> 191) .....	2
Fundamentals of Real-Estate Management ( <i>Hotel Administration</i> 192) .....	2
Fire and Inland Marine Insurance ( <i>Hotel Administration</i> 196) .....	3
Liability, Compensation, and Casualty Insurance ( <i>Hotel Administration</i> 197) ....	3
Laundry Management ( <i>Hotel Administration</i> 268) .....	2
Special Hotel Equipment ( <i>Hotel Engineering</i> 261) .....	3
Water Systems ( <i>Hotel Engineering</i> 262) .....	3
Steam Heating ( <i>Hotel Engineering</i> 263) .....	3
Electrical Equipment ( <i>Hotel Engineering</i> 264) .....	3
Hotel Planning ( <i>Hotel Engineering</i> 265) .....	3
Hotel Structures and Maintenance ( <i>Hotel Engineering</i> 266) .....	3
Refrigeration ( <i>Hotel Engineering</i> 267) .....	3
Hotel Stewarding ( <i>Hotel Administration</i> 118) .....	2
Food and Beverage Merchandising ( <i>Hotel Administration</i> 122) .....	2
Food Selection and Purchase for the Institution ( <i>Institution Management</i> 220) ..	3
Catering and Advanced Quantity Food Preparation ( <i>Institution Management</i> 310)	3
Quantity Food Preparation and Catering, Advanced Course ( <i>Institution Management</i> 330) .....	5
Hotel Menu Planning ( <i>Hotel Administration</i> 124) .....	1
Wines ( <i>Hotel Administration</i> 125) .....	1
Hotel Cuisine ( <i>Hotel Administration</i> 202) .....	2
Smorgasbord ( <i>Hotel Administration</i> 203) .....	2
Nutrition and Health ( <i>Food and Nutrition</i> 190) .....	2
General Bacteriology ( <i>Bacteriology</i> 1) .....	6
Household Bacteriology ( <i>Bacteriology</i> 4) .....	3
Human Physiology ( <i>Physiology</i> 303) .....	3
Economic Fruits of the World ( <i>Pomology</i> 121) .....	3
Post-Harvest Handling of Vegetable Crops ( <i>Vegetable Crops</i> 12) .....	3
Hotel Furnishing and Decorating ( <i>Housing and Design</i> 130) .....	2
Hotel Textiles ( <i>Textiles</i> 140) .....	2
Hotel Housekeeping ( <i>Textiles</i> 140a) .....	1
Modern language, according to preparation .....	6
Typewriting ( <i>Hotel Secretarial Studies</i> 37) .....	2
Shorthand Theory ( <i>Hotel Secretarial Studies</i> 131) .....	4
Secretarial Typewriting ( <i>Hotel Secretarial Studies</i> 132) .....	2
Secretarial Procedures ( <i>Hotel Secretarial Studies</i> 138) .....	6



## SUGGESTED PROGRAM FOR PROSPECTIVE RESTAURATEURS

## THE FRESHMAN YEAR

	Semester Hours
Orientation ( <i>Hotel Administration</i> 100) .....	2
Accounting ( <i>Hotel Accounting</i> 81-82) .....	8
Introductory Course in Reading and Writing ( <i>English</i> 111-112) .....	6
Psychology for Students in Hotel Administration ( <i>Hotel Administration</i> 114) ....	3
Food Preparation ( <i>Food and Nutrition</i> 120-220) .....	6
Mechanical Drawing ( <i>Hotel Engineering</i> 260) .....	3
Typewriting ( <i>Hotel Secretarial Studies</i> 37) .....	2
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## THE SOPHOMORE YEAR

Hotel Accounting ( <i>Hotel Accounting</i> 181-182) .....	8
Chemistry and Its Application to Food Preparation ( <i>Hotel Administration</i> 214-215) .....	10
Special Hotel Equipment ( <i>Hotel Engineering</i> 261) .....	3
Water Systems ( <i>Hotel Engineering</i> 262) .....	3
Public Speaking ( <i>Speech and Drama</i> 101) .....	3
Lectures on Hotel Management ( <i>Hotel Administration</i> 155) .....	1
Accounting Machines in Hotels ( <i>Hotel Administration</i> 288) .....	1
Hotel Promotion ( <i>Hotel Administration</i> 178) .....	1
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## THE JUNIOR YEAR

Quantity Food Preparation: Elementary Course ( <i>Institution Management</i> 200)..	3
Meats, Fish, and Poultry ( <i>Hotel Administration</i> 206) .....	3
Modern Economic Society ( <i>Economics</i> 105-106) .....	6
Law of Business ( <i>Hotel Administration</i> 171) .....	3
Electrical Equipment ( <i>Hotel Engineering</i> 264) .....	3
Refrigeration ( <i>Hotel Engineering</i> 267) .....	3
Personnel Administration ( <i>Hotel Administration</i> 119) .....	3
Food and Beverage Control ( <i>Hotel Accounting</i> 184) .....	3
Hotel Public Relations ( <i>Hotel Administration</i> 176) .....	1
Lectures on Hotel Management ( <i>Hotel Administration</i> 155) .....	1
Wines ( <i>Hotel Administration</i> 125) .....	1
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## THE SENIOR YEAR

An elective course in economics .....	3
Hotel Cuisine ( <i>Hotel Administration</i> 202) .....	2
Smorgasbord ( <i>Hotel Administration</i> 203) .....	2
Hotel Stewarding ( <i>Hotel Administration</i> 118) .....	3
Hotel Menu Planning ( <i>Hotel Administration</i> 124) .....	1
Post-Harvest Handling of Vegetable Crops ( <i>Vegetable Crops</i> 12) .....	3
Economic Fruits of the World ( <i>Pomology</i> 121) .....	3
General Survey of Real Estate ( <i>Hotel Administration</i> 191) .....	2
Fire and Inland Marine Insurance ( <i>Hotel Administration</i> 196) .....	3
Business Writing ( <i>Hotel Administration</i> 238) .....	3
Law of Business: Partnerships and Corporations ( <i>Hotel Administration</i> 274) ....	2
Lectures on Hotel Management ( <i>Hotel Administration</i> 155) .....	1
Hotel Advertising ( <i>Hotel Administration</i> 179) .....	1
Sales Promotion ( <i>Hotel Administration</i> 278) .....	1
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## CERTIFIED PUBLIC ACCOUNTING

Graduates who expect to go into hotel and restaurant accounting and who expect eventually to become candidates for admission to the examination for a certificate as a certified public accountant in the State of New York will be certified by the School of Hotel Administration to the State Education Department as having completed the course of study approved by the Education Department if they have included in their programs the following:

1. *In Accounting*

Enough of the following courses to total twenty-four hours:

<i>Semester hours</i>	<i>Subject</i>	<i>Catalogue number</i>
4	Accounting	(Hotel Accounting 81)
4	Hotel Accounting	(Hotel Accounting 82)
4	Hotel Accounting	(Hotel Accounting 181)
4	Intermediate Accounting	(Hotel Accounting 182)
3	Auditing	(Hotel Accounting 183)
3	Food and Beverage Control	(Hotel Accounting 184)
2	Hotel Accounting Problems	(Hotel Accounting 185)
3	Advanced Accounting	(Business and Public Administration 112)
3	Advanced Accounting	(Business and Public Administration 113)
3	Cost Accounting	(Business and Public Administration 210)
3	Internal Control and Budgeting	(Business and Public Administration 212)
3	Tax Accounting	(Business and Public Administration 214)
3	Financial Accounting	(Business and Public Administration 215)

2. *In Business Law*

Enough of the following to total eight hours:

<i>Semester hours</i>	<i>Subject</i>	<i>Catalogue number</i>
3	Law of Business	(Hotel Administration 171)
2	Law as Related to Innkeeping	(Hotel Administration 172)
3	Fire and Inland Marine Insurance	(Hotel Administration 196)
3	Liability, Compensation, and Casualty Insurance	(Hotel Administration 197)
2	Law of Business: Contracts, Bailments, and Agency	(Hotel Administration 272)
2	Law of Business: Partnerships and Corporations	(Hotel Administration 274)

3. *In Finance*

Enough of the following to total eight hours:

<i>Semester hours</i>	<i>Subject</i>	<i>Catalogue number</i>
3	Corporation Finance	(Economics 311)
2	Interpretation of Hotel Financial Statements	(Hotel Accounting 186)
3	Money, Currency, and Banking	(Economics 203)
3	Public Finance	(Agricultural Economics 138)

4. *In Economics*

<i>Semester hours</i>	<i>Subject</i>	<i>Catalogue number</i>
3	Modern Economic Society	(Economics 105)
3	Modern Economic Society	(Economics 106)

5. *In Liberal Arts* (48 semester hours required).

English composition, literature, history, government, sociology, psychology, philosophy, languages, mathematics, and science.

6. *Other Business Subjects* (14 semester hours required).7. *Other Electives* (12 semester hours required).

GRAND TOTAL 120 semester hours, exclusive of physical education, hygiene, and religion.

## Practice Requirement

TO MEET the practice requirement, each student must complete *before the last term of residence* three summer periods (or their equivalent) of supervised employment on approved jobs in approved hotels or restaurants. For purposes of administration this requirement is also stated as *the completion, before the last term of residence, of at least sixty points of practice credit, where the point of credit is so defined that the normal summer's work of about ten weeks, with all the required\* notices, reports, and other supervision, counts for twenty points*. For exceptionally good types of experience, good workmanship, and excellent reports, excess credit is given, while for poor experience, poor workmanship, or poor or tardy reports, less than normal credit is allowed.

Credit for hotel experience is estimated on the basis of reports filed by the students, by the School's coordinator, and by the employers. A limited amount of credit (up to forty-five points) may be earned before entering college. Therefore, students who expect to be employed in hotel work before entering Cornell University and who wish to count that work against the practice requirement should apply before beginning work or as soon thereafter as possible to the Committee on Practice for instructions. Not more than forty-five points of practice credit may be earned in any one hotel. Applications for practice credit must be made at the time of registration. No credit will be allowed for prior experience not reported at the time of registration.

Each student enrolled in the School is expected to spend his summer vacation periods at approved work, and failure to do so without the express permission of the Committee on Practice or failure to submit the required practice notices and reports renders him liable to dismissal or discipline. Plans for the summer should be made definite only after a study of the practice instructions and consultation with the chairman of the Committee. Formal application for credit must be filed on or before the first day of classes following the completion of the period of experience.

Since hotel experience is a prerequisite for most of the special hotel courses, it is distinctly to the student's advantage to satisfy the practice requirement early in his career. Attention is called especially to the fact

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\*As set forth in the Practice Instructions supplied on request.

that the practice requirement must be satisfied before the beginning of the last term of residence. Students are not permitted to complete their academic work prior to the completion of their practice.

Since cadets in the Army Reserve Officers Training Corps are expected to spend six weeks in camp during the summer before their senior year, it is especially desirable that hotel students who plan to join the Corps and to elect the advanced courses in military science and tactics make every effort to expedite their practice work early. By working the full vacation periods of thirteen weeks and by filing extra reports it is possible to satisfy the practice requirements and to attend the final summer training camp.

Similarly students enrolled in the Navy Reserve Officers Training Corps who must make summer cruises should anticipate the practice requirements as much as possible.

Although the supervised practice is an essential part of the student's program, the School does not guarantee summer positions. Through the School's numerous contacts with the hotel and restaurant industry, a considerable number of openings are available for students of high promise. Other students are assisted in finding work, and, ordinarily, persons of reasonable ability should have no difficulty in making arrangements.

Some hotels and restaurant organizations (among them the American Hotel Corporation, Hotels Statler, Inc., and Stouffer's Restaurants) make a point of providing experience opportunities for Cornell students, setting up special apprenticeship arrangements with rotated experience for them.

The type of experience for which practice credit is given is illustrated by jobs previously held by hotel students:

Room Clerk, Jefferson Hotel, Atlanta, Georgia  
 Front Office, Hotel William Penn, Pittsburgh, Pennsylvania  
 Waiter, Busy Bee Restaurant, Harrisburg, Pennsylvania  
 Storeroom Clerk, Hotel Cleveland, Cleveland, Ohio  
 Pantryman, Madison Beach Hotel, Madison, Connecticut  
 Receiving Clerk, Oceanside Hotel, Magnolia, Massachusetts  
 Night Clerk, Hotel Webster, Miami Beach, Florida  
 Assistant Maitre d'Hotel, The Rochester, Rochester, New York  
 Assistant Night Auditor, The Cedars, Cedar Point, Ohio  
 Assistant Night Steward, Blair House, New York City  
 Desk Clerk, Feather River Inn, Blairsden, California  
 Bellman, Country Club Hotel, Hollywood, California  
 Beverage Manager, Statler Inn, Ithaca, New York  
 Chef's Helper, Essex and Sussex Hotel, Spring Lake, New Jersey  
 Front Office Cashier, Hotel Maplewood, Bethlehem, New Hampshire  
 Waitress, Orange Inn, Goshen, New York  
 Baker's Assistant, Woodstock Inn, Woodstock, Vermont  
 Assistant Manager, Blaisdell Hotel, Honolulu, Hawaii  
 Trainee, Stouffer's Restaurants  
 Dining Car Steward, Pennsylvania Railroad

Steward, Old Chase House, Cape Cod, Massachusetts  
Assistant Manager, Christmas Tree Inn, Stockbridge, Massachusetts  
Trainee, Huyler's Restaurants  
Trainee, Statler Hotels  
Auditor, Skyline Inn, Mt. Pocono, Pennsylvania  
Rack Clerk, Chateau Lake Louise, Lake Louise, Alberta, Canada  
Assistant Manager, Employees Cafeteria, Conrad Hilton Hotel, Chicago  
Room Service Waiter, New Ocean House, Swampscott, Massachusetts  
Assistant Manager, Gran Hotel Bolivar, Lima, Peru  
Maintenance Department, Broadmoor Hotel, Colorado Springs, Colorado  
Assistant Purchaser, 42d Street Cafeteria, New York City  
Assistant Manager, Shelburne Hotel, Atlantic City, New Jersey  
PBX Operator, Colony Hotel, Kennebunkport, Maine  
Night Auditor, Rangeley Lakes Hotel, Rangeley Lakes, Maine  
Salad Man, Coonamessett Ranch Inn, North Falmouth, Massachusetts  
Night Watchman, Oceanic Hotel, Portsmouth, New Hampshire  
Dining Room Host, Hotel Dorsey, Wildwood, New Jersey  
Mail Clerk, Radisson Hotel, Minneapolis, Minnesota  
Tea Room Manager, Lake Placid Club, Lake Placid, New York  
Kitchen Steward, Gruber's Restaurant, Shaker Heights, Ohio  
Secretary to Banquet Manager, Ten Eyck Hotel, Albany, New York  
Bookkeeper, Cape Playhouse Restaurant, Dennis, Massachusetts  
Hostess, Higby Club, Big Moose, New York  
Chef, Wawbeck Hotel, Tupper Lake, New York  
Floor Steward, Fort Montague Beach Hotel, Nassau, Providence, Rhode Island  
Apprentice Chef, Saranac Inn, Saranac, New York  
Assistant Manager, Howard Johnson's Restaurant, Buffalo, New York  
Student Helper, Hotel Utah, Salt Lake City, Utah  
Food Checker, Boardwalk Restaurant, Jones Beach, New York  
Cruise Director, S. S. Puerto Rico, Bull Lines, New York City  
Front Office, Caribe Hilton, San Juan, Puerto Rico  
Food and Beverage Manager, Pickwick Hotel, San Diego, California  
Chef, Bald Mountain House, Old Forge, New York  
Assistant Manager, Longshore Beach and Tennis Club, Westport, Connecticut  
Waiter, Hotel Astor Roof, Times Square, New York City

# Expenses

A DETAILED statement regarding fees and expenses will be found in the *General Information Announcement*, which will be sent to all applicants. The chief items are briefly referred to here.

Each term the student becomes liable on registration for the following:

Tuition* .....	\$350.00
College and University General Fee .....	66.00
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	\$416.00

The College fee covers laboratory expenses. The University General fee includes the infirmary fee, the recreational fee covering the use of University playing fields and athletic equipment, and the membership fee in the student union, Willard Straight Hall.

For information regarding other fees, nonrecurring, regarding the time and method of payment, and regarding the automobile parking fees and regulations, the reader is referred to the *General Information Announcement*.

## HEALTH SERVICES AND MEDICAL CARE

These services are centered in the University Clinic or out-patient department and in the Cornell Infirmary or hospital. Students are entitled to unlimited visits at the Clinic; laboratory and X-ray examinations indicated for diagnosis and treatment; hospitalization in the Infirmary with medical care for a maximum of fourteen days each term and emergency surgical care. The cost for these services is included in the College and University general fee. For further details, including charges for special services, see the *General Information Announcement*.

## SELF-SUPPORT

A study of student budgets suggests that \$1800 a year is necessary for the student who meets all his expenses in cash. This is to be considered a minimum. For comfortable living, more is required. Clothing, transportation, and fraternity dues are not included.

The student who wishes to be partially self-supporting can, however, ordinarily earn his room or his meals, reducing the school-year budget to \$1,000 or \$1,200. Many earn more, but the sacrifice in time and energy, the drain on classroom work, especially the first year, is heavy for any but the more capable students. Savings from summer earnings can usually be counted on for from \$300 to \$600.

\*Any tuition or other fee may be changed by the Board of Trustees to take effect at any time without previous notice.



## Scholarships

THE FOLLOWING scholarships are available for students in the School of Hotel Administration. They are awarded, on application, to students in need of financial aid who, in respect to superior character, interest, and scholarship, give evidence of being worthy recipients. The scholarships are payable in two installments, and, when awarded for the school year, their continuance in the second semester is contingent upon good behavior and performance.

As the number of candidates for scholarship assistance is large, the scholarships are frequently divided, and customarily the awards go rather to upperclassmen who have proved their merit in the classroom and while on hotel practice than to freshmen or other new students.

*The Horwath and Horwath Scholarship*, founded by the accounting firm of Horwath and Horwath of New York City, entitles the holder to \$400 for the year and recognizes particularly scholarship in the field of accounting.

*The Union News Company Scholarship*, established in 1927 as the Savarins Scholarship, is maintained under its new name by an annual grant of \$200 from the Union News Company, successors to The Savarins, Inc.

*The New Jersey State Hotel Association Scholarships* are supported by an annual grant of \$400 from the New Jersey State Hotel Association. In the award, preference is given to residents of New Jersey.

*The Pennsylvania Hotels Association Scholarship*, established in 1933, entitles the holder to \$100 a year. In the award, preference is given to residents of Pennsylvania.

*The Harris, Kerr, Forster & Company Scholarship*, established by the firm of accountants of that name, is supported by an annual grant of \$200, and is awarded to worthy students of promise in the accounting field.

*The Needham and Grohmann Scholarship*, established in 1933 by the advertising agency of that name, entitles the holder to \$200 a year, and recognizes particularly scholarship in the field of hotel advertising.

*The Hotel Ezra Cornell Fund* was established in 1935 by a donation from the profits of the 1935 Hotel Ezra Cornell. The principal or income may be used for scholarship or loan assistance.

*The A. E. Stouffer Scholarship*, established by The Stouffer Corporation, operators of the Stouffer Restaurants in Cleveland, Detroit, Philadelphia, Pittsburgh, New York, and Chicago, entitles the holder to the income available from the A. E. Stouffer Scholarship Fund of \$5,200, and recognizes particularly scholarship in subjects related to restaurant operation.

*The American Hotel Association Scholarship*, established by that association, is supported by an annual grant of \$300.

*The New York State Hotel Association Scholarship*, supported by subscriptions from members of that association, provides stipends of varying amounts. In the award preference is given to residents of New York State.

*The Partridge Club Scholarship*, established by the Partridge Club of New York, Inc., is supported by an annual grant of \$600 a year. The award is open to a needy student, a citizen of the United States, and a resident of metropolitan New York.

*The Hotel Red Book Scholarship*, established by that publication, is supported by an annual grant of \$300.

*The Thomas L. Bland Scholarship*, consisting of the income available from a bequest of \$10,000, is given to a "deserving and needful person," preference being given, all things else being nearly equal, to residents of the late Mr. Bland's native state of North Carolina.

*The F. and M. Schaefer Scholarship* was established in 1940 by an endowment of \$12,500 as a memorial to Frederick and Maximilian Schaefer, founders in 1842 of the F. and M. Schaefer Brewing Company. In making the award, preference will be given, where equitable, to students from New England or the Middle Atlantic states.

*The Ralph Hitz Memorial Scholarship* is supported by an endowment of \$10,000 contributed by his friends to honor the memory of the late Ralph Hitz, founder of the National Hotel Management Company.

*The Herbert L. Grimm Memorial Scholarship* consists of the income from an endowment of approximately \$3,000 contributed by the friends of the late Mr. Grimm through the Pennsylvania Hotels Association, of which he was for many years an active member.

*The Schlitz Scholarships*, supported by an annual donation of \$10,500 from the Joseph Schlitz Brewing Company of Milwaukee, consist of annual grants of \$1,500 a year.

*The Albert Pick, Jr., Scholarship* is supported by an annual donation of \$400 from Mr. Pick, president of the Pick Hotels Corporation, Chicago, Illinois.

*The Boss Hotels Scholarship* is supported by an annual grant of \$200 by Edward A. Boss, owner of the Boss Hotels in Iowa, Nebraska, Illinois, and Wisconsin.

*The Howard Dayton Hotels Scholarship* is supported by an annual grant of \$100 from Howard L. Dayton, Daytona Beach, Florida, of the class of 1928.

*The Barney L. Allis Scholarship* is supported by an annual grant of \$100 donated by Barney L. Allis, president of the Hotel Muchlbach, Kansas City, Missouri.

*The Koehl, Landis, and Landan Scholarship* is supported by an annual grant of \$150 donated by the advertising firm of that name.

*The Cornell Society of Hotelmen Scholarship* is supported by an annual grant of \$200 from that society.

*The Sol Amster Scholarship* is supported by an annual grant of \$100 from Sol Amster, proprietor of Balfour Lake Lodge, Minerva, New York.

*The Ohio Hotels Association Scholarship* entitles the holder to \$250 a year; in the award, preference is given to residents of Ohio.

*The Duncan Hines Foundation Scholarships.* The trustees of the Duncan Hines Foundation make an annual donation of \$1,250 for scholarships for the benefit of students "engaged in special studies in foods, food values, dietetics, culinary arts, and similar subjects."

Another scholarship of \$100 is supported by an anonymous donor.

*The Hotel Management Scholarship in Memory of J. O. Dahl*, an annual grant of \$200, was established by the publication *Hotel Management* in 1947 on the occasion of the joint twenty-fifth anniversary of that publication and the School of Hotel Administration.

*The John Sherry Scholarship* was established in recognition of Mr. Sherry's many years of volunteer service on the faculty.

*The Henry Hudson Hotel*, New York City, John Paul Stack, manager, has authorized an annual grant of \$100 to be awarded as a scholarship to one or more hotel students, preference being given to those Cornell hotelmen who are employed during the summer at the Henry Hudson Hotel.

*The Cornell Hotel Association* makes an annual donation of \$100 to support a scholarship in the name of that association.

*Fred A. Simonsen*, president of Greenfield's, Detroit, makes an annual donation of \$500 for a scholarship in his name to be granted to persons interested in restaurant administration.

*The Frank A. McKowne Scholarship*, originally established by the School itself in memory of Mr. McKowne and in recognition of his many years of service as chairman of the Committee on Education of the American Hotel Association and as a trustee of the Statler Foundation, was endowed in 1952 by the Statler Foundation through a gift of \$30,000.

*The William Liddell and Company Scholarship* is supported by an annual grant of \$500 from William Liddell and Company of Dublin and New York. In the award recognition is given to ability, need, and promise.

*The McCormick and Company Scholarship* is supported by an annual grant of \$600 from McCormick and Company of Baltimore. It is awarded, upon application, to a student (or students) in need of financial assistance, who in respect to superior character, interest, and scholarship, gives evidence of being a worthy recipient.

*The Hotel Association of New York City Memorial Scholarships*, established by that association as memorials to its deceased members, are of \$500 a year each and are supported by annual grants of \$1,000. The awards are open to needy and worthy students from the area of metropolitan New York. Preference is given to children of hotel workers.

*The Anheuser Busch Scholarships*, supported by an annual donation of \$1,500 from Anheuser Busch, Inc., of St. Louis, consist of annual grants of \$500 a year.

*The Taylor Scholarship Foundation*, Charles Taylor, president, awards "all-expense" scholarships to selected students of Greek descent. Details are obtainable from the Foundation at 50 Central Park South, New York 19, New York.

*The Boston Stewards*, a branch of the International Stewards and Caterers Association, donates up to \$400 a year for the assistance of students from the Boston metropolitan area.

*The Ellsworth Milton Statler Scholarships* were established by the Statler Foundation (Trustees: Alice M. Statler, E. H. Letchworth, and Michael J. Montesano) in memory of the founder of Hotels Statler Company, the donor, through the Foundation, of Statler Hall. The

scholarships are supported by an annual grant of \$20,000. They are awarded to promising needy students and carry an annual stipend of up to \$1000 each, according to need.

### GRANTS-IN-AID

In addition to the scholarships named above, the School has funds in the total amount of \$9,000 for grants-in-aid to deserving and meritorious applicants. Hotel students are further eligible for the general University scholarships described in the University's *Announcement of Scholarships and Grants-in-Aid*. These include the Cornell National Scholarships, carrying a value up to \$900 a year, the University Undergraduate Scholarships, \$200 a year, and the State of New York Scholarships, ranging from \$200 to \$350 a year, open to New York State residents.

### PRIZE

The New York State Society of Certified Public Accountants offers a prize of \$25 and a certificate to the outstanding students in accounting.

### ASSISTANTSHIPS

Upperclass students, ranking high in scholarship, are eligible for appointment as student assistants. These positions carry an annual stipend of from \$500 to \$650 and represent excellent experience opportunities.

### LOANS

Loans to promising students in need of assistance have been made possible by many gifts to the University. It is a general policy to grant such loans only to students who have completed at least two terms at Cornell.

The student in need of assistance should apply first to Director H. B. Meek, School of Hotel Administration. He may also apply for aid from one of the general loan funds through the office of the Dean of Men and Dean of Women. (See the *Announcement of Scholarships and Grants-in-Aid*.)

The Cornell Society of Hotelmen, the organization of the graduates of Hotel Administration, has a loan fund to aid worthy students of hotel administration who need temporary financial assistance. Application may be made through the secretary of the Society, Professor John Courtney, Statler Hall.

Ye Hosts, recognition society of the School of Hotel Administration, also has established a loan fund for students in need of temporary financial assistance.

The Invitation Club of New York has established a loan fund for students in the School who are in temporary need.

## *Summer Short Courses*

To meet the needs of those who are actively engaged in hotel work but who may be able to spend a week or more in study, the School of Hotel Administration offers a series of short unit courses during the summer. One, two, or three weeks in length, they cover such topics as Hotel Operation, Hotel Promotion, Personnel Methods, Quantity Food Preparation, Hotel Stewarding, Menu Planning, Hotel Accounting, Food Control, Interpretation of Hotel Statements, Hotel Engineering and Maintenance, Hotel Housekeeping, and Hospital Operation.

Detailed information will be furnished on request.

## CORNELL UNIVERSITY OFFICIAL PUBLICATION

The issues of this publication are designed to give to prospective students and other persons information about Cornell University. No charge is made for them.

The prospective student should have a copy of *General Information* and a copy of one or more of the following Announcements:

*New York State College of Agriculture, Two-Year and One-Year Courses in Agriculture, College of Architecture, College of Arts and Sciences, School of Business and Public Administration, School of Education, College of Engineering, Far Eastern Studies, Farm Study Courses, Graduate School, New York State College of Home Economics, School of Hotel Administration, Independent Divisions and Departments, New York State School of Industrial and Labor Relations, Law School, Medical College, Cornell University-New York Hospital School of Nursing, School of Nutrition, Scholarships and Grants-in-Aid, Summer Session, New York State Veterinary College.*

[The prospective student should note that undergraduate preparation in a recognized college or university is required for admission to these divisions of Cornell University: School of Business and Public Administration, Graduate School, Law School, Medical College, Cornell University-New York Hospital School of Nursing, School of Nutrition, New York State Veterinary College.]

Correspondence regarding these publications should be addressed to

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